

Minutes of the meeting of the Dobwalls and Trewidland Parish Neighbourhood Plan Steering Group, held on Wednesday February 28th2018 in Dobwalls United Church Schoolroom, Dobwalls, commencing at 6.30pm

Present: John Dunn (JD), Chair, Mhairi Mackie (MM), Brian Clarke (BC), Marie Morford (MMd), Roger Williams (RW), Mike Taylor (MT), Phil Blee (PB), John Collis (JC), Linda Feek (LF), Roger Thompson (RT), and Tracey Kitto (TK)

TK took notes of the meeting.

Item no		Action By
1	<p>Welcome and Apologies Apologies were received from Di Ware, Brian Ware, Pat Earl, Lorna Perrin, Davina Finch and Linda Coles</p>	
2	<p>External Consultant JD said that at the last meeting it had been agreed that he, LC and MM would meet with the Consultant, Boscawen CEP. This has happened. The Consultant had a different opinion regarding the Housing Survey and said that he had done it all for Roche and had a 40% response. LC, JD and MM had asked for a quote from the Consultant for designing, printing and posting the General Survey and the cost had come back at just under £1800. MM asked if this included the cost of analysing the returned surveys. JD will check this with LC. JD suggested getting the Housing Survey completed first and then look to send out the General Surveys with Topics before going to public consultation (not going to lots of visits with small groups). TK said that if we keep going back to the public after each survey then they are probably less likely to attend a meeting and it would be better to get all the Surveys completed before having the public consultation meeting. MM and JD discussed public consultation dates. JD proposed no public consultation until the surveys were in. JD asked if the Group agreed to take a consultant on board. It was agreed to engage Boscawen CEP, proposed by PB, seconded by TK with all in favour.</p>	<p style="text-align: center;">JD/LC</p> <p style="text-align: right;">LC</p>
3	<p>Topic Groups Housing. MT and JC discussed the Housing Survey. The letters should be going out to everyone on Friday. The survey will be available online on Saturday and will be out for six weeks consultation with the closing date being the 13th April. Cornwall Council charges £58 per hour and on top of the initial £1000 that was agreed they have had to do extra work at a cost of £696 approximately. A discussion was had regarding spending the extra money and it was agreed, proposed by JC and seconded by MM with all in favour. MT asked if LC will receive the invoice from Cornwall Council before the 31st march JD will check with LC. MT handed out a Flowchart (2018 Progression) for everyone to look at and read through. MM wanted everyone to discuss Visions, Aims and Objectives and have them ready for future meetings. JD said that once the surveys had been done it would be for the Parish to decide what their Vision, Aims and Objectives were. MT asked MM to forward email with attachments that he had provided to LC as soon as possible. JD suggested the next couple of weeks to think about the questions for the individual groups for the next round of surveys.</p>	<p style="text-align: right;">LC</p> <p style="text-align: right;">MM</p>

	<p>MM handed round the Roche Questionnaire. All would like a copy emailed to them to look at the questions and layout. TK will liaise with JD to organise. MM handed out the Neighbourhood Plan Evidence based document, 2nd draft, to the different groups and then had a talk about it.</p> <p>Brief update on the following groups:</p> <p>Housing – update as above.</p> <p>Landscapes and Environment – MM and LF said that they were nearly finished.</p> <p>Transport and Roads – MM had put together the NP evidence as handed out.</p> <p>Business and Economy – RT said that the group is finding it hard to get information, there really is not enough available about businesses. A discussion followed as to whether to ask the Consultant how he gathered the information for the other Plans that he has worked on.</p> <p>Community Facilities and Open Spaces – MM and TK had not had a chance to get together.</p> <p>People and Health- DF and LP were not able to attend this meeting. MM handed round a copy of the display boards and it was all agreed to purchase them. A discussion followed, and it was proposed by MMD and seconded by MT to order saffron yellow ones, with all in agreement.</p>	<p>TK/JD</p> <p>LC</p>
4	<p>Website</p> <p>This will hopefully be live today, the 28th February, or tomorrow 1st March. TK asked if LC could email the approved new logo for use on posters etc.to each group.</p>	LC
5	<p>Any Other Business</p> <p>It was agreed that the banners should be ordered. A discussion followed regarding the banner for the Schools needing to have the wording Dobwalls and Trewidland first and the Neighbourhood Development Plan second. BC said about getting the QR code on the poster, banner and literature etc. JD will ask LC to contact the Consultant to see if he is able to attend the meeting on the 28th March.</p>	LC
6	<p>Date of Next Meeting</p> <p>The next meeting of the Steering Group Committee will be held on 28th March in Dobwalls United Church Schoolroom.</p>	

There being no further business the meeting closed at 19.52.

Signed.....Chairman

Dated.....