

Minutes of the meeting of the Dobwalls and Trewidland Parish Neighbourhood Plan Steering Group, held on Wednesday April 25th2018 in Trewidland Village Hall, Trewidland, commencing at 6.30pm

Present: John Dunn (JD), Chair, Jeff Muir (Consultant), Roger Williams (RW), Mike Taylor (MT), Phil Blee (PB), Linda Feek (LF), Hugh Francis (HF), Sandy Simmons (SS), Tracey Kitto (TK), Ailsa Tween (AT), Roger Thompson (RT), Pat Earl (PE), Mhairi Mackie (MM), John Collis (JC) and Linda Coles (LC)

Item no		Action By
1	<p>Welcome and Apologies JD welcomed all to the meeting. Apologies were received from Marie Morford (MMd), Lorna Perrin (LP) and Davina Finch (DF)</p>	
2	<p>External Consultant Jeff Muir (JM) was introduced to the Group and he showed some copies of the second survey which he has designed. This will be printed and sent to every household in the Parish in the second week of May and will be out for consultation for 6 weeks. The Survey will also be online at Survey Monkey. LC will email the logo to JM. The Survey will include an opt-in box to be selected if people agree that their details can be held until 6 months after the Plan's Referendum, under the GDPR Guidelines. There was some discussion about the questions included in the survey. JM will send a pdf. copy to LC for distribution to the Group. Comments will be sent to LC to forward on to JM. There was some talk about the necessity for a design guide. MM asked how the results of the survey will feed into public consultation events and JM said that all the results will be put into Survey Monkey to show the analysis of the demographics etc. and a report back leaflet will be designed and distributed. There is to be a £ 50 cash incentive box to encourage completion and return of the survey. Some changes to the design of the Survey were discussed. MM will send LC an alternative photo of Trewidland. The Cash Incentive box will be cut down to enable a free text box to be included. JM left the meeting at this point.</p>	<p>LC</p> <p>JM/LC LC</p> <p>MM</p>
3	<p>Topic Groups Housing. MT said that he had received an email from Cornwall Council yesterday showing the figures of the uptake of the Housing Survey. Only four people requested a paper copy and of these only one completed and returned the Survey. The Online Survey showed that 144 Surveys were completed (14.4%). MT will send the results to LC for circulation and the information will be available on the Cornwall Council website. LC will forward the results to JM. MM spoke about the Cornwall Council website and getting information from it. The updated NOMIS was also discussed. MM circulated some evidence- based documents. LC will investigate how to communicate the progress of the NDP to Cornwall Council.</p>	<p>LC</p> <p>LC</p>
4	<p>Website The Villager magazine will be taken off the website</p>	<p>LC</p>

5	Any Other Business The banners have been printed and MM will collect and put up, with the new survey details.	MM
6	Date of Next Meeting The next meeting of the Steering Group Committee will be held on 23 rd May in Dobwalls United Church Schoolroom.	

There being no further business the meeting closed at 8.10pm

Signed.....Chairman

Dated.....