

St Clement Parish Council
Draft Notes of a Meeting of the Neighbourhood Plan Steering Group held at
7.00pm on Thursday 8th October 2015 at St Clement Parish Hall.

Present: Mrs Linda Hitchcox (in the chair); Cllr Peter Thomas; Cllr Theresa Cowling; Cllr Chris Matta; Mr Chris Clarke; Mrs Meg Edwards; Mr David Jones; Mrs Lesley Jones; Mrs Helen Nicholson; Mrs Joanne Ashley (Parish Clerk – minutes).

1 Apologies

Apologies were received from Mr Colin Elliott and Cllr Graham Ellis.

2 Matters arising:

a Actions from the last meeting – update.

- Application to designate area
- Demographic information
- Community Engagement (leaflet/questionnaire)

The Clerk reported that following a decision at the September meeting of the Parish Council, a formal application to Cornwall Council had been made to designate the whole of the Parish as a Neighbourhood Area for the purpose of a Neighbourhood Plan and that written acknowledgement of the application had been received from Cornwall Council.

Mrs Jones reported a meeting with Sarah Thorneycroft at Cornwall Council, who had provided a great deal of advice on sources of statistics and points on their interpretation (email circulated prior to meeting). It was noted that there were 497 households in the parish and that second homes now formed part of the empty homes figures. The Parish Council was advised to use percentages, rather than exact numbers, when publishing data, to ensure that data was anonymised. Mrs Nicholson noted that the Engagement Strategy would need a section on demography. Demographic groups to include schoolchildren, young adults, general public, BME, carers, people with disabilities/health problems, etc. The population of the parish was approximately 1100, from the last census. It was noted that the day of the week on which the census was taken might have an impact on this number. Mrs Jones noted that it was possible to subscribe to pages on the (Cornwall Council?) website and be notified automatically if information on the page changed.

Mrs Edwards circulated a sample information leaflet design and logo. This was approved by the group, subject to certain minor alterations (e.g to ensure place names were legible in the logo both a colour and a black and white version)..The group also considered a logo produced by Mrs Lush, but felt that something simpler was needed and that the design was more suitable as a banner, although this design could be used elsewhere, possibly. It was agreed that the website needed to be completed first, although work could progress on both, and a common visual identity needed to be evident. Mrs Nicholson agreed to circulate a website brief from Liskeard, so that a draft could be commented on at the next meeting.. The original questionnaire should be published online in the meantime, to give people the opportunity of completing it if they hadn't done so the first time. It was noted that the Roseland Parishes had used a regular newsletter to keep residents informed of progress and to feed back results of surveys, etc. It was agreed to ask the Parish Council to purchase a suitable domain name (e.g. St Clement Neighbourhood Plan). Email addresses, web addresses and facebook details would need to be available for the website and leaflet. The leaflet should include some feedback from the original survey.

Mrs Nicholson was thanked for circulating a draft engagement strategy. She emphasised the need to meticulously record in the appropriate section details of any consultation or

engagement activities. Following a meeting of the engagement sub-group, she had contacted the Audi Garage, who were willing to host a business breakfast to consult with local businesses. She informed the group that Azook had a mobile unit with video recording facilities that could be used for an audio visual approach to consultation as discussed in the previous meeting, and also that there would be an opportunity for group members to see them on 26th October in Truro.

b Any other matters arising

- Feedback from meeting from meeting with R Gazzard (Truro CC)
- Correspondence

Mrs Hitchcox reported on the meeting with Roger Gazzard, Truro Town Clerk. This had been most helpful. Truro City Council had paid for consultants to write policies and a sustainability report., although Mrs Nicholson noted that small rural parishes would seldom require a sustainability report and would normally write simple policies themselves. She advised that an increasing number of examples that had already been passed at inspection were now available. Group members were advised to read Truro City Council's plan, as the neighbouring parish. Engagement with landowners and businesses were also discussed, and the need to identify significant landowners. The Clerk reported that the Duchy of Cornwall had made contact and were willing to engage with the group. Cllr Thomas suggested that DEFRA might have further information on local landholdings; there was also a great deal of local knowledge within the community. It was noted that landowners should be asked about any policies that could impact on the plan (e.g. conversion of tied accommodation to holiday lets).

3 Project Plan – discussion and to agree next steps (see project plan template circulated prior to meeting)

- Finalise Engagement and communication strategy
- Compile initial budget
- website specification and purchase of domain name.
- Ongoing - Leaflet and questionnaire design (public)
- Information gathering prior to landholder consultation.

See below.

4 To agree tasks for the next meeting.

- CM/ ME/ JA to seek a meeting with Mr Nick Jeans, re local land holdings. Also to seek out examples of any questionnaires that had been sent to landowners and to establish how successful this had been as an approach (ask Colleen (Planning contact)).
- Clerk to start to compile budget for planned activities, so that council approval can be sought or grants applied for, as appropriate. MR/JA to seek quotations for printing leaflets (700) and posters (based on same design).
- Any comments on any of the documents circulated to be submitted to the author(s) as soon as possible).
- HN to circulate website specification for comment.
- All - read TCC Neighbourhood Plan

5 To agree a date for the next meeting.

Thursday 12th November 2015 at 7pm, St Clement Parish Hall.