

St Clement Parish Council
Draft notes of Meeting of Neighbourhood Plan Steering Group held at
7:00pm on Thursday 13th October 2016 at St Clement Parish Hall.

Present

Steering Group members: Cllr Peter Thomas; Mrs Linda Hitchcox (Acting Chair); Mrs Meg Edwards; Mrs Helen Nicholson; Cllr Chris Matta; Mr Keith Littlejohns; Mr David Jones and Mrs Lesley Jones.

1. Apologies

Mr Colin Elliott (Chairman);

2. To approve the notes of the previous meeting

The notes of the meeting were approved. Proposed HN Seconded ME.

3. Matters arising

a. Actions from previous meetings – update/discussion		
Agenda Item	Discussion	Action
i. Questionnaire	The questionnaire proof was passed around for the finalising and taking to the printers. (Anticipated 1 week)	(ME) to liaise with the printers
	Publishing dates for media and posters around the parish to be sorted beforehand once date of questionnaire return for analysis agreed	(KL) to liaise with various media
	Ask for link from Parish/Neighbourhood Plan website to CRCC website to enable people to answer directly online or request extra copies of questionnaire	(LJ) to liaise with webmaster
	When Questionnaires printed, there will be a meeting to collate and distribute the questionnaires around the parish.	(LJ) to house meeting and contact members
b. Any other matters arising		
ii. Contact other NPSGs	St Erme Steering Group members attended a meeting at Tresillian Methodist Chapel on 22 nd September to discuss their experiences and methodologies for reaching out to their parish members and how they create a Local Landscape Character Assessment document (LCA) and Housing Needs Survey. (HNS) St Erme also use fun days, their village magazine to inform all age groups of the parish.	(CE or LJ) thank St Erme SG for their time

4. Grant applications		
iii. Funding for future projects and surveys	<p>The SG discussed whether we needed a LCA and HNS for our parish.</p> <p>We need to be aware of the lead-up time for getting grant money and other sources of funding providers.</p>	(HN) to seek available grants and training
5. Planning matters/any other items for information		
<p>(EP&E: Cornwall Local Plan – Recommended main modifications) The Inspector’s recommendations and adoption of the Local Plan will be heard at a special meeting of Full Council planed for the 22nd November 2016. See link below for the report.</p> <p>http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan</p>		
6. Correspondence		
<ul style="list-style-type: none"> • Rachel Barkel, Cornwall Council sent links for the Cornwall Site Allocation Development Plan document. • Paul Cruana emailed re: Truro Day 2017 - a photograph display focusing on Truro’s parishes which we were invited to submit items. 		
7. To agree tasks for the next meeting	<p>Questionnaire distribution meeting in November (Date TBA) at LJ’s house.</p> <p>Full meeting in December regarding results of Questionnaire if completed</p>	

Meeting closed 8:25 p.m.