

**St Clement Parish Council**  
**Draft notes of Meeting of Neighbourhood Plan Steering Group held at**  
**7:00pm on Wednesday 7<sup>th</sup> December 2016 at St Clement Parish Hall.**

**Present**

Steering Group members: Mr Colin Elliott (Chairman); Mrs Linda Hitchcox; Mrs Meg Edwards; Mrs Helen Nicholson; Cllr Chris Matta; Mr Keith Littlejohns; Mr David Jones and Mrs Lesley Jones.

Also Attending: Mrs Lesley Dobel

**1. Apologies**

Cllr Peter Thomas; Cllr Theresa Cowling

**2. To approve the notes of the previous meeting**

The notes of the meeting were approved. Proposed Linda Hitchcox  
 Seconded Meg Edwards.

**3. Matters arising – September 2016 working plan**

<b>a. Actions from previous meetings – update/discussion</b>		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
i. <b>Questionnaire Competition results</b>	<p>Helen Nicholson reported that initial results from the questionnaire showed that we had replies from 26% of those consulted. Although the questionnaire return date had passed they were still being received by Cornwall Council and so it was agreed that they be included up to the 23<sup>rd</sup> December.</p> <p>The winner of the £50 voucher was Kate Jones of Malpas (taken from the 75 people who had added their details to the questionnaire). The painting/drawing competition for children about their favourite thing about the parish was broken up into four age groups with the winners chosen by the steering group team awarded with Argos vouchers.</p>	Helen Nicholson to liaise with the Parish Clerk for the purchase of vouchers
ii. <b>Questionnaire results</b>	The raw data for the questionnaire had been collated and initially analysed but not yet set out as a report.	Helen Nicholson to report on progress.
iii. <b>Publicity</b>	Keith Littlejohns sent media press releases to: The West Briton; Pirate F.M.; BBC Radio Cornwall and What's On Cornwall as well as putting it on the Tresillian Village Website. It was also published on our website with links to the parish and Cornwall Council websites.	Keith Littlejohns

	<p>Posters were put round the villages as well as in local shops and community halls.</p> <p>Some notices were reported as having been pulled down and the West Briton was the only media source to fail to advertise the event.</p>	
<b>4. Grant Applications</b>	<p>Helen Nicholson reported that the Parish Council supported a Lottery Funds Application for the training of volunteers and the progression of Landscape Character and Settlements Boundaries studies.</p> <p>Housing need Assessments are led by Cornwall Housing.</p>	Helen Nicholson to update the group
<b>5. Attracting hard to reach groups</b>	<p>Find ways of attracting teenagers' attention to the neighbourhood plan by holding a function for them and then consult informally.</p> <p>Suggestions – "bubble football", Canoeing etc.</p> <p>A CRB check may be necessary and there is a need to find out if St Clement P.C. has a safeguarding policy in place.</p>	Helen Nicholson to update the group
<b>6. Planning matters/any other items for information</b>		
<p>West Carclaze, St Austell has Government backing for a "garden village" one of fourteen new communities to be built.</p>		
<b>7. Correspondence</b>	<p>One adverse letter regarding the questionnaire was received and will be answered by the Chair.</p>	Colin Elliott to respond
<b>8. Truro Day</b>	<p>Photographic exhibition held in September 2017- agreed</p>	
<b>9. Tasks for next meeting</b>	<p>Feedback and plan events for public participation through January/February.</p> <p>Landscape Assessment Seminar</p>	

**6. Date of next meeting of the Steering Group:** Thursday 12th January 2017 at 7:00 pm in St Clement Parish Hall.

Meeting closed 8:55 p.m.