

BUDOCK PARISH COUNCIL NEIGHBOURHOOD PLANNING STEERING GROUP

MINUTES OF MEETING – MONDAY OCTOBER 2nd 2017

Held at Budock Village Hall

Present: David Heritage, Nina Hann, Eileen Bennett, Ivan Davison, Peter Fairbank, Hilary Innard, Karen Wilshaw, Peter Grounds, Matthew Brierley.

1. Welcome and Apologies: David welcomed the Group. Apologies from Pete Dudley, Jim Cave.

2. Minutes of Meeting: September 4th 2017. Matters Arising:

David gave feedback from a Community Network Meeting he had attended in Mawnan. The network covers nine Parishes and the focus was Neighbourhood Development Planning. Mark James from County was present. It was apparent that other NDPs are having similar difficulties to our Group and it is important to share information. The Neighbourhood Planning e-bulletins can be linked directly into our Website. Housing Numbers need to be built into Plans. Planning will be reviewed and figures could be changed from target.

David considered the Penryn NDP Model to be a good way forward and had produced a Draft short Questionnaire similar to theirs. This was discussed by the Group, who also discussed Mawnan Smith's successful NDP presentation at their Fun Run and an effective, colourful leaflet they had produced, explaining the purpose etc of Neighbourhood Development Plans. It was understood that County had helped produce the leaflet, large maps and displays for them.

Penryn NDP did not think a lengthy questionnaire to residents was a good idea. They have formulated a Community Engagement Plan and have produced an analysis document of their progress. This included a well published launch event where people could find out about the NDP and see professional display boards with maps and answers to NDP questions. They have used a short, two sided brief questionnaire to find possible skill sets and volunteers. Their focus is on the Community key issues to set up working groups and small sub steering groups to review the issues.

Mark James informed the Meeting that Consultants could be bought in to help with the development of Plans.

ACTION: David to find out how the Mawnan NDP leaflets and display materials had been produced and the costs involved.

3. Update.

The Group had discussed and completed the Preliminary Questionnaire with Neighbours and some members of the Community. Results were forwarded to Ivan Davison and David.

Pete Dudley will be receiving Content Management System training from Red Snapper Design on Wed. 4th October. He will then be able to manage the Website.

- 4. Questionnaire.** Discussion took place amongst the Group on the completion of the Preliminary Questionnaires. It was felt there had been positive and encouraging feedback from those who took part. Ivan analysed the results, which were found to be mainly what the Group had expected. Further discussion took place. Concerns were expressed that the Plan timeline showed the Main Questionnaire was to be sent out by the third week in October.

ACTION: Ivan to let the Group have a copy of the Preliminary Questionnaire results.

It was decided that David's Draft Questionnaire, based on Penryn's ideas, should be combined with the results from our Preliminary Questionnaire.

David and Ivan would develop a short two page questionnaire with border and simple graphics to make it more attractive. This will be emailed to the the Group for approval. It will then be printed, collated and enveloped to be sent out by post to the Community by the end of October, as indicated in our NDP Timeline.

ACTION i) David and Ivan to design and complete a short Questionnaire which will be emailed to the Steering Group.

ACTION ii) The Community Questionnaire to be completed and sent out by post by the beginning of October.

5. Community Engagement.

Press releases regarding the NDP have appeared in the Parish Magazine and Treverva Newsletter, as well as local Newspapers. Discussion took place regarding the form of the Questionnaire and how it should be distributed. Matthew Brierly informed us of a company Docmail who could print and distribute the Questionnaire. Their price list was considered. It is estimated there will be approximately 1200 Households to receive questionnaires.

Matthew's offer of help from Docmail or County Support Services will be used to complete the distribution of the Questionnaire.

ACTION. David will compare costs etc between County Support services and Docmail to assist in deciding on the preparation and sending out of Questionnaires.

6. Any Other Business.

The poster ideas Pete Dudley and Jim Cave have been working on were discussed. It was thought A4 size was most suitable. Public meetings and professional displays were also discussed and it was thought we could have some display material at the Christmas Light Ceremony and display posters in the Village Hall, the Trelowarren Arms and Budock Village Shop as well as other venues.

7. Date of Next Meeting: Monday 6th November 2017

