

BUDOCK PARISH COUNCIL NEIGHBOURHOOD PLANNING
STEERING GROUP
MINUTES OF MEETING – Monday 5th June 2017
Held at Budock Village Hall

Present: David Heritage, Eileen Bennett, Ivan Davison, Peter Fairbank, Jim Cave, Peter Dudley, Peter Grounds, Hilary Innard, Karen Wilshaw, Nina Hann

1. **Welcome and Apologies.** David Heritage Chair, welcomed the Group. Apologies from Ray Selley.
2. **Minutes of Meeting May 8th 2017 .** David referred to the Minutes and confirmed that Actions had been completed.

3. Update. Peter Dudley gave an Update on the Communication Strategy and produced a Gant Chart for development of the Strategy. He proposed ideas for the Website where information and news will be circulated. He thought the inclusion of photos and pictures would be a good idea, as well as different topics to engage interest, including topics for children.

Jim Cave is helping Peter with the Website. He can design a Website and thought it could be done for around £50. It was agreed to obtain three quotes for setting up a Website Page. Peter suggested a flyer was prepared to be put on Facebook by the end of July. He had also obtained a quote for printing for £40 for 2000 sheets. Peter also hoped to have photos and pictures to put on Website for National Heritage Week. Eileen Bennet agreed to put information in the Treverva Newsletter

ACTION: Peter and Jim to work together on Website quotes and setting up of Website.

4. **Draft Terms of Reference.** The Draft Steering Group Terms of Reference had been completed by Chairman David Heritage and distributed to the Group along with an example Stage Timetable. The Terms of Reference were taken from Cornwall Council Toolkit. A Neighbourhood Planning Road Map is available for purchase. David informed the Group that funding had been agreed and applications should be submitted to Peter Fairbank, Steering Group Treasurer.

ACTION: David to purchase a copy of Neighbourhood Planning Road Map

5. **Community Questionnaire.** Peter Dudley and Jim Cave presented an “Initial Assessment before the Questionnaire” with suggested topics to develop.

Jim also produced a Poster to advertise the Questionnaire which was well received. These were discussed and a change of wording for the Poster was agreed. It was suggested holiday time was not a good time to distribute the questionnaire and circulation in September or October would be a better time. It was suggested responses could be by email or left at dropoff places such as the Village Hall. Jim felt it important the questionnaire should appeal to all ages and have some interest for children, ie. Drawings. He also suggested that Tee Shirts with Budock Neighbourhood Development Plan printed on them could be a good idea and that members of the Steering Group should interact with the Community about the Neighbourhood Plan and the proposed questionnaire. It was also suggested a raffle with prizes could generate interest in the questionnaire.

ACTION: Group to consider the Questionnaire and to bring suggested questions to the next Meeting.

- 6. Sensitivity Mapping.** Discussion took place regarding Sensitive Settlement Edges and Critical Settlement Edges with regard to our boundaries with Falmouth. Jim drew our attention to proposed Falmouth Planning in the Budock area and how important the sensitivity planning would be. It was thought Mark James from County could help with Mapping of sensitive sites and boundaries. David informed us the Cornwall Allocations Development Plan would show land designated for development. He also mentioned Consultation dates for proposed planning. It was agreed David would circulate the Allocation Development Plan.

ACTION: David to circulate Cornwall Allocations Development Plan.

- 7. Any other Business.** No further business was discussed.
- 8. Date of Next Meeting.** Monday July 3rd 7pm

