

BUDOCK PARISH COUNCIL NEIGHBOURHOOD PLANNING
STEERING GROUP

MINUTES OF MEETING – MONDAY NOVEMBER 6th 2017

Held at Budock Village Hall

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

Pete Dudley made a brief appearance but could not attend the meeting.

- 1. Welcome and Apologies:** David welcomed the Group. Apologies from Jim Cave, Karen Wilshaw.
- 2. Minutes of Meeting: Matters Arising:** David informed the Group that he and Peter Fairbank had attended a Meeting with the Penryn and Falmouth NDP Steering Groups which was positive and helpful. The importance of preserving the green buffer zones and boundaries between the neighbouring districts of Budock, Penryn and Falmouth were reinforced and it was agreed to keep in touch and share relevant information.
- 3. Update:** David confirmed he had spoken with Mawnan NDP re leaflet and display materials and had received CC Support Services Guidance on Costs, which included Printing, Distributing and Design Service Costs, as well as Mapping and Local Landscape Character Assessment Service Costs. This information had been distributed to the Group. David also confirmed CC Support could help with Display Boards and Materials ie Maps when necessary.
- 4. Community Engagement – Distribution of Questionnaire:** Ivan produced the final Draft of the BP Neighbourhood Planning Questionnaire. David and the Group thanked him for his work and agreed the Draft with minor alterations, ie the date for Questionnaire to be completed and details of the dropping off points for completed Questionnaires. David confirmed there would be 'postboxes' at Budock Village Hall and the main street at Treverva for the Questionnaire Responses.

The CC Support Service Costs were discussed and reference made to

Docmail Printing Services. It was agreed that we would use the County Services and David would be in contact with them for costs and details, including possible graphics. It was considered a matter of urgency to get the Questionnaires printed and distributed as soon as possible so that we would have the completed responses by the end of November 2017.

Peter Fairbank requested that David also find out about the Invoicing procedure with County. He estimated there would be about 723 addresses to be delivered to, with 1,400 people on the electoral roll

ACTION: David to contact CC Support Service to confirm Budock NDP wish to use their services to print and distribute our Questionnaire and to find out details of costs and invoicing.

The Group were informed that Sarah Furley from Mark James CC- NDP Team would be available to offer advice and guidance after we have received responses from the Questionnaire.

5. Any Other Business: Pete Dudley had brought some prepared NDP Posters which were distributed to the Group to put up round the Parish. He also confirmed he would be having an informal meeting of the Heritage Group at the Trelowarren Arms on Wednesday November 29th at 8pm. An NDP Press Release has appeared in the Falmouth Packet and St. Budock Magazine. It should also appear in The West Britain.

ACTION: Group to put up NDP Posters in appropriate places around the Parish.

Matthew Brierley thought that the Christmas Light Celebration on 1st December and the St. Budock Feast Night on Monday 20th November would be good opportunities for NDP displays and information to be available.

There was general discussion on how the Steering Group might proceed after the Questionnaire results are analysed. Working Groups taking on areas such as Housing, Green Spaces. Local Business, Footpaths and other issues were considered.

6. Date of Next Meeting: Monday 4th December 2017

