

BUDOCK PARISH COUNCIL NEIGHBOURHOOD PLANNING
STEERING GROUP
MINUTES OF MEETING – MONDAY 8TH MAY 2017
Held at Budock Village Hall

Present: David Heritage, Eileen Bennett, Peter Dudley, Peter Fairbank
Nina Hann and new volunteers:-
Nigel Caine, Peter Grounds, Karen Wilshaw, Hilary Innard,

1. **Welcome and Apologies.** David Heritage Chair, welcomed the Steering Group. Apologies from Ivan Davison, Jim Cave, Sarah Caine, Ray Sulley.
2. **Update.** David informed the Group that the Parish Council had agreed the proposed Neighbourhood Development Plan and the Designation of the whole of the Budock Parish should be the area included in the Plan. Mark James from County had supplied the Parish Map.

The Designation Application form and Map showing the Parish Boundary was submitted to Cornwall Council. They have approved the Plan and a formal Notification of the Designation of Neighbourhood Area has been received. Cornwall Council has 21 days for feedback from Stakeholders ie. Affordable Housing interests.

David informed the Group that he would complete the Terms of Reference using the County Template and send it to the Group.

ACTION: David to fill in Terms of Reference and email it to the Group.

A possible timescale of two years for the Development Plan to be completed was discussed and it was decided that an Action Plan with key steps should be drawn up in the form of a Gantt Chart.

ACTION: David to consult the County Toolkit and circulate a Framework of the Project Planning using a Gantt Chart or similar Timeline.

Now that the Designation has been confirmed the Steering Group can apply for funding. Peter Fairbank Treasurer, informed us that we could request £9000, but it was more appropriate to apply in three stages of £3000.

ACTION: David to contact County requesting funding.

3. Communication Strategy Peter Dudley presented his Draft Communication Strategy. He suggested it should be kept simple using a website linked with the Parish Council website, printed material, email and possibly Facebook and Twitter.

The aim would be to communicate the inception and progress of the NDP with groups and individuals within the Neighbourhood Plan Area. ie Householders, User Groups, Budock Parish Council Public Bodies land/water, Businesses in Parish, Pubs, Restaurants, Campsites. Farmers.

Peter also thought we should liaise with Cornwall Council and Neighbourhood Parishes and Town Councils.

Other suggestions for the strategy included Meetings for sub-groups held at Budock Parish Hall or elsewhere ie. Treverva. Posters to be displayed at any suitable venue within the Parish. Newsletter, printed and digital, to be delivered by hand and using Website, Facebook and email, possibly through MailChimp. Press Releases for Newspapers, Radio Cornwall and Church Newsletters.

Discussion took place re costs of a Website which could vary between £200-£400. Printing Costs using the Parish Council Printers or a colleague of Peter Dudley were considered.

The Questionnaire and a Survey were discussed. The Website SurveyMonkey, which conducts surveys tailored to exact needs, was mentioned. Jim Cave's Communication Strategy email on Getting Involved and his Poster "How Can You Help" were thought to be good ideas and linked in with Peter's communication proposals. Jim Cave is working on a Draft Questionnaire and he has also volunteered to help set up a Website

and help with Digital Communication

ACTION: 1) Peter Dudley to liaise with Jim Cave re Website, Communication Strategy and The Questionnaire.

2) David Heritage to request Jim Cave has a Draft Questionnaire for discussion at next Meeting.

4. Any Other Business: The days and dates for Meetings was discussed. It was decided we should have a meeting once a month, which can be increased if necessary. It was decided that due to commitments of members and use of the Parish Hall Monday evenings were the best time for meetings.

5. Date of Next Meeting:

Monday 5th June 2017 - 7pm. Budock Village Hall

The Meeting closed at 8.30 pm