

**DRAFT**

**BUDOCK PARISH COUNCIL NEIGHBOURHOOD PLANNING  
STEERING GROUP**

**MINUTES OF MEETING – MONDAY DECEMBER 4TH 2017**

**Held at Budock Village Hall**

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

- 1. Welcome and Apologies:** David welcomed the Group. Apologies from Matthew Brierley and Jim Cave.
  
- 2. Minutes of Meeting: Matters Arising:** David referred to Actions from the previous Meeting and said they had been completed. He had contacted CC Support Services and found them very helpful with providing costs, and printing and distributing the Questionnaire.
  
- 3. Update:** David confirmed that from the distribution to 703 addresses there had been 130 returns with two people completing on line. This is approximately 18% which is considered a fair response. The costs were £21.50 for the spreadsheet of addresses, £64.44 for printing the Questionnaires and £267.14 for Mailing. Peter Fairbank confirmed he was still waiting for the invoice from CC Support Services for £331.58 It was felt that using the CC Services was worthwhile. They had managed to distribute the Questionnaires quickly to keep us within our planned timescale. David mentioned other services County could help us with, such as display materials and Posters for events, and collection of mailshots.
  
- 4. Response to Questionnaire:** David had done a rough analysis of the Questions and how they were answered. He thought the next stage was to analyse the response to the Topics to be included in the NDP and that we should then hone in on five key areas seen to be important to the Parish. He also informed us that in the Questionnaires there had been offers of help and support from some people and useful comments from others that needed to be taken into account in the analysis. It was agreed that Volunteers from the Questionnaire be invited to the next

Steering Group or Open Meeting.

**ACTION: i) Thanks to the people who completed the Questionnaire to be put on the Website and Facebook. (PD).**

**ii) List of Volunteers and email addresses to be noted and put on file. (NH)**

**5. The Way Forward:** David informed the Group that Sarah Furley had forwarded a Power Point presentation copy from Carlyon Parish NDP on the response analysis to their Questionnaire and how their responses linked into the National and Local Strategic Policy Framework. There was also a copy of their Option Table. David distributed copies for information and confirmed that Sarah Furley could help us with linking responses from our Questionnaire to County and National Plans. He also confirmed Sarah would attend one of our Meetings to give us more advice on the way forward. Dates for the next round of NDP Surgeries were confirmed as 7<sup>th</sup> December at Dolcoath, Camborne and 15<sup>th</sup> December Pydar House, Truro.

It was agreed that the Group would analyse the answers to the Topics to be included in the NDP by dividing up the Questionnaires and completing the table of topics with the number of responses, plus any comments. Group to also note volunteers and their addresses and emails. The Group analysis to be forwarded to Chair David Heritage to complete, along with the survey of the Questions in the first part of the Questionnaire.

**ACTION: Group to analyse Topics to be included in the NDP answers from the Questionnaires and send results, comment and names of Volunteers to David by end of week Dec 8/9<sup>th</sup> 2017**

When the analysis is complete the results will be published on the Website and Facebook. The Questionnaires will be scanned for storage and the hard copies filed and kept by Secretary (NH). Ivan Davison reminded the Group that a prize was agreed for one of the people who had completed the Questionnaire on time. This will be decided when the analysis is complete.

In answer to questions from Group, David explained that the way forward depended on identifying the five key issues from the survey. Sarah Furley will then help and advise the Group in setting up Working Groups behind each theme. It is hoped this will take place in the New Year.

It is also planned that an Open Meeting, with coffee, will be held in the Village hall with displays and information early next year. We hope to publicize this event on the Website and Facebook. Display boards and the use of CC Services were discussed. David wanted this event to be noted on the Gant Chart and it was thought a Saturday morning in February would be a good time.

**ACTION: David to look into Display Boards and Materials including large map from CC Support Services.**

**6. Any other Business.** Pete reported that the first Meeting of the Heritage Group had been attended by only two people. He hoped the Group would expand with more publicity on the Website and Facebook. It was agreed that fresh NDP Posters could be put up around the Village as some of the original posters have been damaged.

**ACTION: Pete Dudley to print some more A4 NDP Posters.**

**ACTION: i) David to forward copies of the Carlyon Bay NDP Questionnaire Responses and Options Table for information.**

**ii) David to forward copy of the Questionnaire results with the Topics to be included in the NDP analysis to be completed by Members of the Group and returned to David.**

Peter Grounds made reference to Mawnan Smith's successful displays of NDP information at their Farmers' Markets and other Village events.

**7. Date of Next Meeting: Monday 8<sup>th</sup> January 2018**

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