

Minutes of the Steering Group Meeting held on the 12th February 2018 at 2 Pencarrow Cottages, Washaway

Present: Jake Gillespie (JG), Penny Lloyd (PL), James Mutton (JM), Jeff Muir (JM),
Alison Holmes (AH), Charlie Daniels (CD) and Linda Coles(LC)

Item No		Action By
1	<p>Apologies No apologies received</p>	
2	<p>Minutes of the Meeting of 9th January 2018 The Minutes of the meeting held on the 9th January 2018 were agreed and signed as a true record of that meeting.</p>	
3	<p>Update on progress LC reported that the Locality Funding has been approved and £4400.00 has been awarded. The key contact for Cornwall Council is Ryan Searle and JM has contacted him by email. Cornwall Council has a statutory obligation to help the Group with background details, statistics etc. Cornwall Council holds periodic surgeries for Neighbourhood Plans which anyone is welcome to attend. The Parish Hall is booked for Monday 26th March at 6pm for a Public Meeting with Speakers and to launch the next survey.</p>	
4	<p>To discuss the results of the Initial Survey JM has collated the Initial Survey data, which is as follows: 36% response of which 94% supported the NDP and 6% were impartial. Question 6 has still to be analysed and JM will circulate the details of the free text from this question. It was agreed that JM will design the leaflet to be sent out by Royal mail in preparation for the public meeting on the 26th March. It was agreed that the next survey will be both online and in paper format. There was some discussion about the questions for the next survey and how to phrase them to capture maximum information. It was decided that age brackets must be included to ensure capture of all demographics.</p>	
5	<p>Identify the Topic Groups/Working Parties JM has started to pull together some Topic Groups/ Working Groups from the initial survey as follows:</p> <ul style="list-style-type: none"> • Environment, wildlife protection and natural landscape, to include historic environment and cultural heritage landscape. • Housing Need Allocation and design guide • Traffic, transport, infrastructure, jobs, employment and economy. • School, education, young people, sport and leisure and amenities. 	

	The School is having a Spring Fair on the 29 th April and CD suggested that the Group takes the opportunity of having display boards at this event to promote the NDP.	
6	<p>Any Other Business</p> <p>Lord Matthew Taylor is unable to attend the Public meeting on the 26th March, but James Evans and Rob Nolan will attend and address the meeting.</p> <p>LC will find out what the Parish Council budget is for the NDP and whether it is viable to go ahead with the Survey for the 29th April 2018.</p> <p>JM will submit a quote for a design for Survey Monkey.</p> <p>An application to the Big Lottery Fund was spoken about.</p> <p>LC will book the Parish Hall for Monday the 16th April at 7.30pm, three weeks after the public meeting.</p> <p>JM will email a template of Terms and references for the Steering Group and LC will circulate and publish on the website.</p>	<p>LC</p> <p>JM</p> <p>LC</p> <p>JM</p>
7	<p>Next Meeting - Date and Venue</p> <p>The next meeting of the Steering Group will be held on Monday 12th March at 7.30pm at Jake Gillespie's house.</p>	

There being no further business the meeting closed at 9.50pm.

Signed.....Chairman

Date.....