

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE NDP STEERING GROUP MEETING

HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 21st JUNE 2016 @ 7pm

Present: Cllr. Pat Moore (SG Chairman) Cllr. John Adams Cllr. Adrian Fisher
 Mr Graham Brooks Ms Liz Luck Mr Robin Sainsbury (Town Trust)
 Mr Roger Talling Mrs Thompson (Parish Clerk)

Minute	AGENDA ITEMS	Action
NDP/01	NDP Steering Group (SG) Chairman – it was RESOLVED unanimously to elect Cllr. Moore as Chairman of the SG.	
NDP/02	<u>Welcome</u> – Cllr. Moore welcomed those present.	
NDP/03	<u>Apologies for Absence</u> – Ms Tessa Skola, Miss Dawn Parsons and Mr Kevin Parsons.	
NDP/04	<p>Neighbourhood Planning – Cllr. Moore said there is a lot to do and a tight timescale to do it in. She thanked those present who had volunteered to be part of the SG. Mr Sainsbury had been involved with the Parish Plan (PP) and Cllr. Moore said it would be necessary to revisit this as part of the NDP process. A number of the aims of the PP had been achieved.</p> <p>Cllr. Moore gave every member of the SG a folder of background information. She explained that Cornwall Council (CC) had held a number of NDP Training Sessions and the folder contained the handout from those sessions.</p> <p>Tom's Yard and Fowey Harbour Commission (as major employers) had been invited to send a representative to join / attend the SG meetings.</p> <p>Cllr. Moore said there were a number of people who, whilst they were unable to join the SG, had indicated their willingness to help with specific tasks, e.g. legal assistance.</p>	
NDP/05	<u>Steering Group and Terms of Reference</u> – those present were given a copy of the Terms of Reference and it was AGREED to adopt these. The SG Members were asked to indicate, on the proforma, their willingness to have their contact details made public and to return this to the Clerk by Tuesday, 28 th June 2016. The Clerk to resend the ToFR.	Clerk
NDP/06	<p><u>Grant Aid</u> – Cllr. Moore reported a grant of £2,500 had been received for the first stage of the NDP. Further grants can be applied for. She explained that a draft NDP had been drawn up, in order to qualify for a grant, but this would change as members of public made their views known.</p> <p>She talked the SG through the various items the grant can be spent on.</p> <p>A separate NDP website will be created, with a link from the Parish Council (PC) website and would be created by WesternWeb. Photographs of the parish would be needed and the SG was asked to send these to Cllr. Fisher in the first instance.</p> <p>Payments will be made via the PC and the Clerk will keep a separate account of the monies spent.</p>	<p>SG Members</p> <p>Clerk</p>
NDP/07	<p><u>Project Plan</u> – the SG need to review the outline plan (copy in the folder) and begin to formulate a more detailed working version. Cllr. Moore asked if there was anyone with good project skills. She had obtained a draft 'plan' from CC, which she would email to all members of the SG.</p> <p>Cllr. Fisher said that with so many NDPs ready for adoption, it should be possible to 'cherry pick' policies from those plans that would be relevant to Lanteglos by Fowey.</p>	Cllr. Moore

	<p>Cllr. Moore referred to the map in the folder and pointed out that a large portion was in the Area of Outstanding Natural Beauty, with a Site of Special Scientific Interest along the coastline.</p> <p>The questionnaire had been circulated to some 600 properties and had been made available online. Over 100 responses had been received and had been printed in the Lanteglos-by-Fowey Parish Magazine.</p> <p>The results of the questionnaire were included in the folder and the SG was asked to read this. It was noted that the report was headed 'Polruan Neighbourhood Plan...', but it should be 'Lanteglos by Fowey Neighbourhood Plan...'. It was AGREED to pay the invoice from CRCC for this report. It was further AGREED to commission an NDP website at a cost £400 + £150 to make it 'user friendly' to mobile 'phone users. There would also be an annual hosting fee.</p> <p>Cllr. Moore said CC could carry out a Housing Needs Survey, but this would require respondents to make their responses online. Those who did not have access to broadband could be brought to a location with online facilities by the community bus. Ms Luck would enquire the cost / viability of installing broadband in the Whitecross Village Hall. It was AGREED to seek the support of the PC to progress with this Survey.</p> <p>Mr Talling said it was essential not to lose sight of the fact that the NDP would cover the whole of Lanteglos by Fowey and not just Polruan.</p> <p>It was felt desirable to have a representative from the National Trust (NT) to sit on the SG. Ms Luck said she works for the NT and will speak to Mr Andy Simmonds (NT Ranger) to see how best to take this forward.</p>	<p>Clerk</p> <p>Ms Luck Clerk</p> <p>Ms Luck</p>
NDP/08	<p><u>Any Other Business</u> –</p> <p>a. None.</p>	
NDP/09	<p><u>Schedule of Meetings</u> – the next meeting was scheduled for:</p> <p>a. Wednesday, 27th July 2016 @ 7pm. The Clerk to book the WI room. Future meetings will be open to the public, but recording will not be allowed.</p>	Clerk
NDP/10	<u>Meeting closed</u> – 20.25pm.	

Signature: (Cllr. Moore)
Steering Group Chairman

Date: 27th July 2016