LANTEGLOS-BY-FOWEY PARISH COUNCIL MINUTES OF THE NDP STEERING GROUP MEETING HELD IN THE WHITECROSS VILLAGE HALL TUESDAY, 13th SEPTEMBER 2016 @ 7pm

Present:

Cllr. Moore (SG Chairman)

Cllr. Adams

Ms Liz Luck

Mr Andrew Simmons (NT) In atten-

Mrs Thompson (Parish Clerk)

Mr Roger Talling Mr David Read, CC

dance

Minute	AGENDA ITEMS	Action
NDP/23	Welcome – the SG Chairman opened the meeting and welcomed those present, with a particularly warm welcome to Mr David Read, the Link Officer for Liskeard and Looe Community Network.	
NDP/24	Apologies for Absence – Mr Brooks (leave).	
NDP/25	Minutes of the Last Meeting –	
	 i. 21st June 2016 – Minutes previously AGREED as a true record and were duly signed by the Chair. 	
	ii. 27 th July 2016 – AGREED as a true record. The Clerk to ask Mr Paul Thomas, Fowey Harbourmaster for the promised information pack.	Clerk
NDP/26	Consent Forms – forms must be signed. Some SG Members had already signed theirs, the Clerk to bring copies for this purpose for those Members who have yet to do so.	Clerk
	NOTE – the forms (without signatures) will be made available on the website.	
NDP/27	Project Plan – the Steering Group (SG) to review the outline plan and update as necessary.	
	 Housing Needs Survey – Cllr. Moore had spoken to Ms Victoria Regan, CC, who advised residents' addresses had been retrieved. A letter will be sent, advising residents how to complete the form. It is intended to have two sessions at Whitecross VH to assist people to complete the Survey. The survey forms should be issued by the end of September. Six weeks is then allowed for forms to be returned. Mr Read will organize a Planning Officer to attend a meeting to explain the figures, previously produced. 	Mr Read
	• Mrs Margaret Shakerley said WiFi was now available in the Whitecross Village Hall (VH), installation of which had been funded by the PC. There is limited 8 Gigabyte of data. The Hall Committee is looking at ways to make the WiFi box secure. They will produce a set of terms and conditions for use. The WiFi should be available for the Housing Needs Survey. Mr Gavin Shakerley, Chair of the VH Committee asked the Clerk to assist in obtaining suitable terms and conditions for WiFi use in a VH. Mr Read who also edits CC's Town and Parish News said he would be very interested in using this project as a case study. Mr Shakerley will supply the Clerk with the invoices.	Clerk Mr Shakerley
	The Clerk to obtain a copy of the Electoral Roll.	Clerk
	 Engagement with Community – Cllr. Moore had provided a report outlining feedback from the community following attendance at the Produce Markets at Whitecross Village Hall on 6th August and 3rd September 2016 (copies on file). She will provide feedback in the parish magazine and the website. SG representatives will attend all future Produce Markets to meet with the public. 	
	Cllr. Moore went through the responses from the public and a note made of areas of concern to residents.	

	that second homes should pay businesses and a number of confinents that second homes should pay business rates, however, this is a government decision. The environment was also of concern to respondents. Protection of local heritage was mentioned, but it was not clear what was meant by this.	
	A request had been made that the ferry slipway at Bodinnick should be open to all, including the water taxi. This was outside the influence of the SG. Cllr. Adams suggested contacting the owner of the land to see if a slipway could be accommodated. The harbour master to be approached in the first instance.	Clerk
	A request had been received that the bus goes through Lanteglos Highway. Summercourt Travel to be asked to adapt their route. Infrastructure (road and rail, joined up services). Cllr. Moore said the bus does meet up with the ferry.	Clerk
	Comments had been received to move the Polruan VH and doctors' surgery to Kendall Park, but opinion on this suggestion was divided. Cllr. Adams referred to correspondence he held regarding merging the village hall with St Saviour's and the WI, which would release a site in the heart of Polruan. More work on this is needed. Ms Luck asked what would happen if the community were split on a topic, e.g. the siting of the doctors' surgery. Mr Read said the SG had to have an idea where it wants to be – it should be a consensus which had to be evidenced.	
	It was AGREED the comments would all made available on the website.	Cllr. Moore
NDP/28	Budget Position – the Clerk circulated a copy of the up-to-date expenditure. The current balance is £1,677. Cllr. Moore explained the grant funding must be spent by November. She will ask for an invoice for the Housing Needs Survey in time to be included.	Cllr. Moore
NDP/29	NDP Website – Cllr. Moore will seek an update from Cllr. Fisher for the following meeting.	Cllr. Moore
NDP/30	Schedule of Meetings – further meetings to be held on:	
	a. Wednesday, 19 th October 2016. Ms Luck may be late.	
	b. Tuesday, 15 th November 2016. Apologies from Mr Simmonds.	
	c. Tuesday, 13 th December 2016. Apologies Ms Luck.	
	The Clerk to book the Whitecross Village Hall.	Clerk
NDP/31	Any Other Business –	
	 Mr Read said there were a number of NDPs in the community network which are either underway or, in the case of Quethiock, had been adopted. He said CC's planners will be able to assist when it comes to forming planning policy for the NDP. Each Plan is different. 	
	The NDP must include an Engagement Statement. He therefore recommended having an Engagement Plan. He indicated that he is happy to support the SG in compiling such a Plan.	
	CC's Local Plan should be adopted in November 2016. Lanteglos by Fowey's NDP must conform to that Plan.	
	Ms Luck asked if there is anything else the SG could do to engage with the community. Mr Read said a presence at other local events would be advantageous e.g. the church Christmas Fete, attendance at the local pub, school, mothers and toddlers group, etc. He said this is what the Engagement Plan would identify. Mr Simmonds undertook to speak to the school for a suitable event that the SG could attend.	
	Mr Read said questionnaires should be concise (no more than six questions) and be a combination of closed and open questions. He will supply some example questions and also forward a copy of CC's toolkit.	Mr Read

	Plan itself should be in plain English, and the appointed planning officer would assist with wording of the planning policies. He suggested the planning officer should be invited to the next meeting. (Ms Emma Ball, CC will organise.) He advised keeping County Cllr. Edwina Hannaford informed.	Mr Read
NDP/32	Meeting closed – 20.43pm.	

Signature:		(Cllr. Moore)
	Steering Group Chairman	

Date: 19th October 2016