

# **BUDOCK PARISH COUNCIL NEIGHBOURHOOD PLANNING STEERING GROUP**

## **MINUTES OF MEETING – MONDAY August 5<sup>th</sup> 2019**

### **Held at Budock Village Hall**

**Present:** David Heritage, Peter Fairbank, Eileen Bennett, Hilary Crewes, Ivan Davison, Nina Hann.

**Guest:** Malcolm Bennett (Chair Parish Council)

**1. Welcome and Apologies:** David welcomed the Group. No apologies.

**2. Minutes of Meeting: Mon. 15<sup>th</sup> July Matters Arising:**

The minutes were agreed. Some of the actions have been completed with the remainder to be discussed as Agenda items.

**3. NDP Draft Document:** David confirmed the document is almost ready for public consultation. He has added a section on Habitat and Biodiversity and will be amending some of the wording in the general plan, as suggested by C.C. He referred to the St. Cleer NDP for an example of a pre-submission draft and use of photographs.

**4. Consultation:** The consultation document should be ready for the Drop-In event in October. Cornwall Council will probably take about two weeks to review it. **Peter Fairbank** will be sending out consultation letters to Businesses and Local firms for feedback. The results of this consultation will be needed for the evidence base.

**5. Drop-in Events:** The dates for the final Drop-in/consultation events are:- Budock Village 12<sup>th</sup> October and Treverva 19<sup>th</sup> October.

**6. Basic Conditions Statement:** **Peter Grounds** has prepared a draft Basic Conditions Statement. Further documents need to be inserted and the draft needs proof reading and editing. David will be helping Peter G with this work.

**7. Photographs and Graphic Design:** Discussion took place over the

advertising flyer already prepared by Cornwall Graphic services. It has been approved by the Steering Group and is ready to be sent out by County.

**Ivan** has agreed to get three quotes for graphic design and printing for the final Plan.

**Peter Grounds** will contact Lizzie Hicks to ask whether they would be willing to assist in setting up the displays for the October Drop-in Event.

**Nina** will contact Mark Quilter for his photo files. Some of them will be used in the Plan and other photos can be used for display at the Drop-in Event.

**Hilary** has agreed to help with photos and any other relevant areas.

**8. Evidence Base:** **Nina** and **David** will work on collecting together all the evidence. **David** will be contacting Emma Ball at County for advice on preparing the evidence base.

**9. Any other business:** Problems with the website have been reported.

**Peter Dudley** will hopefully be able to clear these so that the completed Plan can be viewed and commented on when it is put on the site after consultation with County. **Nina** informed the Group that she had sent out emails to all the volunteers on our data base for help with completing our NDP, including those who had indicated they could proof read. Unfortunately no one has so far replied.

**10. Date of Next Meeting:** **Monday 2<sup>nd</sup> September 2019**