

**Botus Fleming Parish Council Neighbourhood Planning Committee**  
**Minutes of Meeting 3<sup>rd</sup> October 2016 at "Daves Den"**

1. Apologies: John P, Steve, Trevor, Helena, Del
2. Attending: Denis, Finlay, John R, Dave, Claire
3. Minutes of last meeting agreed as accurate.
4. Matters Arising:
  - a. Designated Map was placed on the PC notice boards on 20<sup>th</sup> September with copy of our application
  - b. Flyers not yet printed - Finlay will arrange for 500 to be printed ready for distribution. To be paid for via PC loan pending receipt of grant
  - c. Documents relating to the Cornish Gateway not yet received from Mike Henwood
  - d. PC are to amend their TOR to include NHP Committee so that we are covered within their DP environment - PC are currently awaiting the wording from Helen Wright - meantime Steve assures us we are "covered".
  - e. Trevor has begun to draft an Engagement Strategy. Incomplete document is on the Google Drive. Key features of this are incorporated in DM's Communications Strategy Discussion Document which will be uploaded to the Google Drive.
5. Communications:
  - a. A discussion then followed around the document pre-prepared by Denis.
  - b. Points noted as follows:
    - i. It is important that we create a proper plan in "Gantt chart" style covering everything we are to do and timescales. This will provide the focus we need to move things along in an organised way. Finlay is trying to set a meeting up with the consultant who has helped Saltash and Landulph who should also be able to help us with a plan and provide templates and guidance generally. Denis and Dave will also attend this meeting.
    - ii. Internal Communications: It was agreed:
      1. Email would be the main method of communicating within the committee. Denis to email everyone on the committee to compile a contact list to ensure we have everyone's email addresses and phone numbers. No one has seen Georgina Parry since the 2<sup>nd</sup> meeting and her NHS email address keeps bouncing- Denis to ask everyone if they are able to contact her - if not she will be dropped from our communications.
      2. Google Drive: It was agreed that going forward we will use Drop Box as a document repository. Dave will set this up and transfer the documents from Google Drive which will be discontinued. We must find a way of permanently backing up of these docs - meantime Dave is keeping a copy on his computer.
      3. Whatsap will continue to be used only for informal/quick messages (e.g. "apologies") Dave will set everyone up once he has everyone's phone number (This facility only works with Apple IOS phones)
    - iii. External Communication:

1. The discussion document lists a range of media we could use and also an example scenario. The initial delivery of the “Flyer” is pivotal in starting things off - but we need to see how this is likely to fit into other activities and also establish a robust template for discussions and data collection when distributing these. We concluded that we need to draft our “Gantt chart” before we begin this process. Hence the urgency in appointing a consultant.
2. It was felt that delivery of the flyer should be done by a pair of committee members (one male and one female), during daylight hours (ideally Saturday morning), who would introduce themselves as “neighbours” to break down initial barriers.
3. It was agreed meantime that Dave would begin compiling questions for our future questionnaire.
4. Dave was passed the hard copy of St Ives questionnaire which he will convert to Word and host on the Drop Box facility
5. It was agreed that we need to establish a website - Dave to speak to Trevor who knows someone who could help us with this.
6. It is understood that Trevor will be constructing “post boxes” to attach to the two Parish noticeboards (see Initial Flyer)

#### 6. AOB

- a. In view of John P’s situation and Denis’s time restraints it was agreed that Dave would speak to Trevor to see if he will consider becoming future Chairman. Denis confirmed he would chair pro tem if required and review in the New Year depending on John’s position. It was agreed that we were all happy for John to resume the role of Chairman at a future date if he felt able.
- b. Finlay to email Helen Wright to establish process and timescales for expenditure.
- c. Finlay suggests we should all look at the Saltash Plan which provides details of what they did in the early stages. (He has emailed us the link)
- d. There is an established Neighbourhood Watch in Claire’s road. It was felt that it would be a good idea to try to extend this Parish-wide which would bring the community closer together and assist with a communications network. Claire will contact the NHW liaison officer to see if he/she can attend our next meeting.
- e. Denis is away from 5<sup>th</sup> Oct to 14<sup>th</sup> Oct and also 3 days from 21<sup>st</sup> Oct. Dave is away from 28<sup>th</sup> October, Back 12<sup>th</sup> November. Our next meeting is pencilled in for Monday 17<sup>th</sup> October. It was agreed that if this suits the NHW Liaison officer we would go ahead with the meeting at Dave’s Den on 17<sup>th</sup> Oct. Otherwise we would defer the next meeting until after Dave gets back on a date which suits the NHW Liaison Officer.