

Botus Fleming Parish Council Neighbourhood Planning Committee

Meeting on Monday 14th November, 7.00 pm at Dave's Den
Attending: Trevor, Helena, Dave, Denis, Finlay, John.

Minutes

1. Apologies: Steve, Ian, Claire
2. Minutes of last meeting - Agreed as true and accurate.
3. Matters arising -
 - a. C/F - Steve to speak to Catherine Thompson re advice on use of consultants and who to use.
4. Chairman's comment -
 - a. Following the Flyer distribution last weekend, Trevor feels we have made a good start in the engagement process. Feedback was mainly positive!
 - b. We need to keep up the momentum.
5. Engagement update and next steps.
 - a. Steve spent most of last Saturday delivering flyers in Botus, and John and Trevor spent the day doing Hatt.
 - b. Residents have been encouraged to register email addresses to receive updates (15 to 20 registered to date).
 - c. We need to build a database to record who we have made positive contact with, who is prepared to help and contribute etc. Trevor will see if we can get an electronic copy of the current electoral roll to start us off. If not possible, Dave to transfer hard copy of the 2013 electoral roll onto a Word Doc and Denis to transfer and begin building an excel database.
 - d. We should aim to have an **open day** in the church hall on **Saturday 10th December**. In preparation we need:
 - i. Large laminated maps and a board (Finlay)
 - ii. Smaller stands/boards and flip charts onto which post it notes may be stuck (and some post it notes, pens etc) Headings to be:
 1. Housing (inc Affordable Housing)
 2. Commercial Development
 3. Infrastructure (inc Highways, Transport)
 4. Facilities, Amenities, Services
 5. Utilities and Renewable energy
 6. Landscape/Heritage/Natural Environment
 - iii. We will supply - Mince Pies, tea, coffee, milk etc.
 - iv. This meeting should focus on "Vision" rather than detail - e.g. what the future will look like, what they want to protect, what new things do they want to see.
 - v. Consider presentations on the day - possibly including the "Lonely Planet Guide"
 - e. We should aim to get a Newsletter out a week before the Open Day. The Newsletter should include:
 - i. Introduction to the committee (**Mugshots to Trevor please**)
 - ii. What NHP is
 - iii. What has happened so far
 - iv. Anecdotal stories?
 - v. Future events - esp the open day

vi. Seeking recruits!

6. The Lonely Planet Guide to Rural Cornwall -
 - a. This is a positive “future reflection” on what might be achieved.
 - b. Trevor to draft a “negative” version - to stimulate thought from the opposite perspective.
 - c. These scenarios might be useful to engender long term thinking amongst parishioners - but all agreed these documents need careful “positioning” and would be best used in a live, interactive debate or presentation.
7. Neighbourhood Watch -
 - a. The NHW fliers have yet to be distributed.
 - b. Dave has volunteered to be the central coordinator for NHW
 - c. We could promote NHW - seeking street coordinators via, Facebook, Newsletter, Open day.
 - d. NHW is considered to be a useful medium to develop community and assist NDP communications.
8. Financial report -
 - a. Finlay has attempted to reregister for the grant. - He has used the “red” project planner in support. However the on-line system crashed - he will try again - if no success within 2 days - will seek assistance from Dave.
 - b. Finlay and Helen are signatories - however just heard Helen has resigned from the PC position.
9. Assignments - updates

History of Parish - C/F (Steve)

Implications of Cornwall Local Plan - Waiting to hear from Catherine (Trevor)

Environmental report - c/f (Steve)

Traffic and transport - Helen has written to relevant parties to seek 2 speed

“Flash Signs” for use on the Hatt roundabout (John)

Recruitment of new committee members - Pat Rendall has offered to help - Trevor to make contact with her. We need more volunteers - e.g. to assist with distribution

10. AOB

- a. Steve’s Email:
 - a. c/f - Feedback on School transport issue
 - b. c/f - Stuart Walsh’s Dev Planning Officer to present to us
- b. Dropbox folder now “shared” so that all committee members should have direct access via their own Dropbox facility
- c. Email account is up and running with 15/20 names - Trevor is personally acknowledging each.
- d. We should seek a professional to set up our website. Trevor to ask Landulph who set theirs up.
- e. We should use a simple Project planner - the “red” one on the “My Community” website.
- f. We need to establish if there is a hard “target number” of houses which CC expect our Parish to develop.
- g. Next meeting at Dave’s den on Tuesday 29th Nov 16 @ 7.00pm.