

# CALSTOCK PARISH COUNCIL

**Miss Sue Lemon**

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Monday 16 March 2015

Dear Member

A meeting of the Neighbourhood Planning Board of the Calstock Parish Council will be held on **Thursday 19 March 2015 at 1800 the Tamar Valley Centre.**

Yours sincerely

Deputy Clerk

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.*

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Minutes of the **Neighbourhood Plan Strategy Board Meeting** of the Calstock Parish Council,  
held on **Thursday 19 March 2015**,  
at the Tamar Valley Centre commencing at 1800.

Those present were-

**COUNCILLORS** – Cllr J Moore, Cllr D McLachlan, and Deputy Clerk Miss C Bullimore.

**COMMUNITY MEMBERS** – David Harding CHAIR( Community Bus), Anna Wright (U3A), Sylvia Bonsey (Calstock Churches), Jim Walker (TAVATA), Sam Barnes (TV AONMB), Jean Miller (Harrowbarrow and Metherell and CFS), Iain Beaumont (National Trust), Tish Valva (Calstock Resident), Joan Veale (Gunnislake U3A), Clive Frederick Preece (Gunnislake Resident), Martin Smith (Calstock Village Hall), David Lane (Tamar Community Trust).

**1. INTRODUCTION**

No new members

**2. APOLOGIES**

Cllr Rooker, Cllr McLachlan who will be arriving late.

**3. MINUTES OF 23 FEBRUARY 2015**

The minutes were proposed by Clive Preece and seconded by Sam Barnes.

**4. MATTERS ARISING**

Register of Interest Forms

Separate agenda item

**5. REGISTER OF INTEREST FORMS**

Clare handed out some forms to be completed by one or two members. Thanks to those who have completed and returned their forms.

**6. FOCUS GROUP FEEDBACK**

Conserve Village Character

Sam apologised for changing the date, she felt it was a bit too ambitious and as other groups need some more time to plan it was as well to postpone this workshop. Sam has been talking to the AONB's Communications Officer about the Instagram photo project. The Latchley Show prints 800 programmes and for £85 Sam's leaflet promoting the Instagram consultation could be inserted and disseminated. This is an area that does not have a newsletter. In addition to this, an advert/article will be placed in the Harrowbarrow Hamlet, Gunnislake Gateway and Calstock News.

Sam also explained about a new App that has been developed by Plymouth University called Rate My View. This gives people the opportunity to take a photo and rate it on a scale of 1-5 and adding a 3 word comment. The AONB have bought into this as part of their generic work but it may also be a useful opportunity for the Neighbourhood Plan.

Sam is hopeful that leaflets and publicity can go out in April/May with a view to most of the consultation taking place in June and July; over the festival period and bringing it together during August.

#### Affordable Housing

This group have met and drafted a questionnaire which focuses on affordable housing but also housing on a more general level. There was discussion as to whether this questionnaire should be disseminated out to each household as its results may form the basis of more specific, targeted work for some of the other focus groups.

#### Green Space Between Villages/Wildlife Habitats

Monty explained that this group have met three times and have used the Parish Boundary maps to help identify green spaces but also where development has been approved or where landowners have expressed a wish to develop. This information has been annotated onto the maps. They have also visited some of the village centres but are now at a point where a more intimate knowledge of the specific ward areas is needed. They would envisage running drop-in sessions in each of the wards in order to collate local opinion and would hope to collect that information visually on the maps.

#### Facilities for Children and Young People and Families

This group presented at the last meeting but reminded us that they will also use very visual tools to try to capture what facilities there are for families and young people – and what facilities are desired.

#### Employment

As discussed at the last meeting, this group have been researching employment in the local area and whether any areas of land can be identified for potential employment. At present there are a number of small and individual businesses but very few employers who employ more than 20 people. This does not show a strong link between needing to provide homes for a workforce; the area is very much within a commuter belt.

### **7. SET DATES FOR WORKSHOPS/CONSULTATIONS**

There was some discussion about the merit of sending a questionnaire out via the post to each householder. A concern was raised that if this happened but subsequent workshops and projects were held afterwards the Plan may look a bit disjointed. It was felt that it may be possible to send the questionnaire out parish-wide with information about other planned activities.

Because the questionnaire that has been drafted will be the basis for a parish-wide drop it is important that it captures relevant information clearly. To this end, it was decided that the board members would have a copy of the questionnaire and send suggestions/amendments to Clive who will then edit the questionnaire and then a sample group would be used to answer the questionnaire. This would give the Board the best possible chance of sending a pertinent set of questions out, the results of which can inform other focus groups and help plan their activities.

It was decided that:

Clive will email Clare (Deputy Clerk) a copy of the questionnaire for dissemination via email to the Board

Board Members respond to Clive by **Thursday 02 April 2015** with any suggestions/amendments.

Clive to send an edited version back to Clare by **Friday 10 April 2015** who will send it back to the Board Members.

The Board Members then ask 5 people that they know to answer the questionnaire by the time of the next meeting.

The next meeting will convene on **Thursday 30 April 2015** so all sample questionnaires to be complete by then for discussion.

In addition to this Sam's project will run on 'word of mouth' and Board Members who have a Smartphone will trial the *#questions* and ask others that they know to have a go as well.

#### **8&9. RESOURCES NEEDED/BUDGET & NEIGHBOURHOOD PLAN GRANT**

There is another grant available for groups to apply for up to £8000 to go towards costs such as consultancy, printing, publicity etc. Clare suggested groups think about the resources that they may need so that we can form an application in the near future. Up to 4 separate applications can be made but groups are urged to think carefully about exactly what money they may require. Grants cannot be given for funding retrospectively.

Cllr Moore suggested we find out how much a Royal Mail drop would be and also how much to include a 'response service' return envelope.

**ACTION:** Deputy Clerk to research costs with Royal Mail

#### **10. REGISTER OF COMMUNITY ASSETS**

Clare asked whether the Board feels it is ready to think about a working document where assets can be logged by any member of the Board at any time. The group felt this would be useful for them.

**ACTION:** Deputy Clerk to speak to Cllr Hoile for some training on this and to see if he is available to attend the next meeting.

#### **DATE OF NEXT MEETING:**

**THURSDAY 30<sup>th</sup> April 2015, 6.00PM, Tamar Valley Centre.**