

# CALSTOCK PARISH COUNCIL

**Miss Sue Lemon**

Clerk to the Council

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Friday 22<sup>nd</sup> May 2015

Dear Member

A meeting of the Neighbourhood Planning Board of the Calstock Parish Council will be held on **Wednesday 27 May 2015 at 1800 the Tamar Valley Centre.**

Yours sincerely

Clare Bullimore

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.*

## **A G E N D A**

1. Apologies
2. Approve Minutes of the meeting of 30 April 2015
3. Matters Arising
4. Feedback from Sub Group re Questionnaire, Mailshot and working document
5. Focus Group Events and Public Audience (set dates)
6. Urgent Information
7. Date of Next Meeting

Minutes of the **Neighbourhood Plan Strategy Board Meeting** of the Calstock Parish Council,  
held on **Wednesday 27<sup>th</sup> May 2015**,  
at the Tamar Valley Centre commencing at 1800.

Those present were-

**COUNCILLORS** – Cllr J Moore and Cllr Rooker.

**COMMUNITY MEMBERS** – David Harding (CHAIR, Community Bus), Clive F Preece (Gunnislake Practitioner), Sylvia Bonsey (Calstock Churches), Joan Veale (Gunnislake U3A), Anna Wright (Gunnislake U3A), David Lane (Tamar Community Trust), Martin Smith (Calstock Village Hall), Tish Valva (Calstock Village Resident).  
Clare Bullimore, Deputy Clerk, Calstock Parish Council, (minutes)

**1. APOLOGIES**

Jean Miller (Calstock Footpath Society and HB&M Community Association),  
Sam Barnes (Tamar Valley AONB),  
Jim Walker (TAVATA),  
Iain Beaumont (National Trust).

**2. APPROVE MINUTES OF THE MEETING OF 30-04-15**

Tish proposed the minutes, Anna seconded – unanimous support for approving them.

**RESOLUTION:** The minutes were approved unanimously.

**3. MATTERS ARISING**

Any matters arising are covered by the agenda.

**4. FEEDBACK FROM SUBGROUP RE QUESTIONNAIRE, MAILSHOT AND WORKING DOCUMENT**

A smaller group comprising Cllr Moore, David Harding, Clive Preece and Cllr Hoile met with the Deputy Clerk to look in some detail at the questionnaire. David felt this had been a productive meeting and questions were formulated. The Deputy Clerk circulated the latest version of the questionnaire which has been formatted in line with comments and responses that had been made. This has been turned into a booklet.

Discussion took place as to the size of the document with some saying it was too small, others preferring the size as it felt more usable. It was agreed that we would stick with the smaller size which would save on printing/postage costs but offer a larger size to those who ask for it on request. It is also hoped that people will complete online where it will be bigger with no restrictions on text size. Some other changes were suggested and noted. The Deputy Clerk will incorporate the suggestions as best she can and email a version to Martin and Tish who kindly offered to proof-read it.

**ACTION:** Deputy Clerk to finalise edit changes, send to Martin and Tish for proof reading.

The smaller group did not have time to discuss categories for the asset register so it was suggested that an existing list of categories be emailed by Cllr Moore to the

Deputy Clerk who will then circulate to the rest of the group. This will give the group a starting point to be able to add any others they feel appropriate.

**ACTION:** Cllr Moore to send her list of 'asset categories' to the Deputy Clerk to circulate to the Board

**5. FOCUS GROUP EVENTS AND PUBLIC AUDIENCE (SET DATES)**

Cllr Moore explained that a stall was present at a lot of last year's fetes, shows and festivals. However, as some of the focus groups have bigger props this year they would not be appropriate for outdoor functions and would require a bigger indoor space. It was felt that the Gunnislake Festival may give the focus groups an opportunity to do a trial run of their consultation exercises with the idea of a big push in September/October to coincide with the circulation of the questionnaire. The summer will be used to promote what is coming in Phase II and advertise that there will be a questionnaire coming out and workshops taking place.

**ACTION:** Cllr Moore will contact the Gunnislake Festival Committee about whether we can showcase our work and where a suitable venue might be for this.

At this event the other topics that people said they were interested in should have some publicity/promotional material as well e.g. employment/pictures from the Instagram project/results from original questionnaire etc.

The next meeting will be 23-07-15 and give people a chance to come together and look at the materials available and how they will look when they are presented. It is envisaged that some groups may need to meet prior to this date to gather the resources they need and plan their exercise (if they are running an interactive consultation workshop).

**DATE OF NEXT MEETING:**

**THURSDAY 23<sup>RD</sup> JULY 2015, 6.00PM, TAMAR VALLEY CENTRE**

**Subgroups to meet prior to this as necessary.**

David Harding and Clare Bullimore to meet Thursday 9<sup>th</sup> July 2015, 2.00pm to check things are in order – please let one of them know, or come along, if you have any concerns.

Signed: ..... (Chairman)

Date: .....