

Stithians Neighbourhood Development Plan

General Meeting

Wednesday 8th January 2020 at 7pm at Seven Stars, Stithians

Present: Joy Thomas, Roger Hocking, Ester Carol, Claire Newman, Dave Eggins

Minutes also circulated to: Phil Blease, John Calvert

No.	Item	Action
1.	Previous Minutes	
1.1	No minutes of previous meeting as Christmas Meal. CN confirmed she had cancelled the meeting booked for this Friday with Imogen Day (Cornwall Council) as she did not feel we had sufficient to discuss in a meeting.	-
2	Web site	
2.1	This meeting was mainly to discuss the set up and layout of the website and agree some social media promotion of the NDP.	-
2.2	We agreed to re-write the 'strapline' statement to read: Stithians: a friendly village, with a sense of place and the community at its heart. Our vision for the future is to protect and enhance that sense of place for the benefit of all those that make up that community .	-
2.3	Agreed the website titles need to read: 'Stithians Neighbourhood Development Plan'. Discussed whether this should have 'Parish' at the beginning, but the Cornwall Council registered description is just for 'Stithians' so agreed to go with that.	Dave – update website
2.4	We discussed whether to have a contact phone number on the website. No one was very keen to use their own personal number. It was agreed to see if Parish Clerk number (John Calvert) could be used. Options such as a separate mobile number and answerphone were muted but agreed difficult to manage and maintain.	John – would you be happy for us to use your number?
2.5	We discussed at length how to ensure that the questionnaire reach people and how everyone in the parish is aware and is given the opportunity to comment on the plan. We couldn't remember exact numbers, but thought there were about 1000 households (2000 people) in the parish. There are 1537 followers of the 'Stithians Noticeboard' Facebook page. Claire set up a 'Stithians Neighbourhood Development Plan' page during the meeting and set up Roger, Esther and Dave also as administrators. This could then be shared with the main Stithians Noticeboard page.	- Claire, Roger and Esther to work on FB page.
2.6	Roger agreed he would send a link to the dropbox folder to Dave so he could access.	

2.7	We all looked at our phone photos of the Stithians area, and agreed to send copies to Dave for possible use on the website. Claire WhatsApp'ed photos to Dave during the meeting.	
3.0	Questionnaire	
3.1	We discussed at length whether to include the initial scoping questionnaire on the website, but eventually agreed that we would, but with the plan for this to have a specific deadline, and to be clearly labled as an initial questionnaire just developed in order to establish interest in the NDP and to establish the key issues to cover in the main questionnaire.	Dave – questionnaire on website
	We were all slightly confused as to how logistically Cornwall Council would issue and get returns from both their Housing needs survey and our survey if they were to send ours out at the same time. Would they be able to collate the returns from ours as well, and would they have their own online version which people could complete, or would this be part of our website. Esther said she would discuss these issues with Imogen if she was able to catch her in the Council offices. Esther to let Claire know and she would email Imogen, if Esther couldn't speak in person.	Esther/Claire
3.0	Next meeting:	
3.1	Meeting with James Evans (Planning consultant who has worked on other Neighbourhood Plans to see if he can help us with some paid for support). As part of this it would be good to develop an up-to-date plan of action with timescales – hopefully James could support us with this.	Roger to confirm time and date with James.
3.2	Discuss and develop Rogers more in depth 'Vision Statement', and try and produce an agreed statement.	

Summary of Key Actions:

- Dave will develop the website as far as he can and upload all existing minutes etc onto it.
- Claire, Roger and Esther to all manage the facebook page and add to it as they are able.

Agreed individual activities:

- Joy to continue with Landscape assessments, as time allows.
- Claire to digitise Joys current assessments and look at bringing her assessments into the same landscape character types that we agreed during the character assessment
- Roger to confirm meeting with James Evans.