



CHACEWATER LOCAL NEIGHBOURHOOD DEVELOPMENT PLAN (LNDP)

**6TH POLICY STEERING GROUP (SG) MEETING – VILLAGE HALL (WHEAL JANE ROOM MON
4 SEP 17**

RECORD OF DECISIONS (ROD)

List of Attendees	
Brenda Bailey MBE Angie Beckham Julie Bennett John Carley Shirley Carley Jenny Gale	Jim Holford Rob Knill Dave Ramsell Kath Ramsell Tony Roode Paul Shevlin
Apologies: Terie Chesworth Jill Hocking, Paul Bearham, Peter Chesworth, John Schofield Maureen Stevens, Martin Stephens.	
For Information (from list of attendees at inaugural meeting): Sian Bennetts, Alan Crocker, Paul Dyer, David Firth, Sam Grady, Bill Green, Maggie Lister, Terry Lister, Louise Moore-Green, Catriona Neil, Richard Simmonds.	

ITEM	ISSUE	ACTION
1	<p>Introduction & Aims: The agenda would focus on:</p> <ul style="list-style-type: none"> • LNDP Team Structure/Management. • Meeting Frequency & Venue. • Meetings with external bodies. • Local Landscape Character Assessment (LLCA). • Communications & Community Engagement. • Autumn Consultation Questionnaire. • Grant Funding Bid. 	
2	<p>LNDP Team Structure/Management. The Policy SG Committee is now well established as follows:</p> <ul style="list-style-type: none"> • Chairperson: Rob Knill • Vice Chair: Tony Roode • Project Director/link with CC: Martin Stephens • Finance: Paul Bearham (as Parish Council RFO). • Design & Promotion: Angie Beckham & Julie Bennett. • Policy Steering Gp Leads: <ul style="list-style-type: none"> ○ SG's 1 to 3: Rob Knill & Jenny Gale to share ○ SG's 4 & 5: Paul Bearham (assumed by team, given his lead role to date). ○ SG's 6 & 7: Julie Bennett: <p>Issues.</p> <p>a. Given current/expected future loading, Rob Knill asked for a volunteer to take/distribute notes of monthly meetings (noting this</p>	<p>a. PMN. Terie Chesworth kindly agreed to take notes</p>

	<p>project does have an end date of Dec 2018). Tony Roode suggested the Chair approach Terie Chesworth, given Terie's background professionalism.</p> <p>b. We also need to form a strong planning team for the series of Autumn Consultation events, so thinking caps on ahead of next mtg.</p>	<p>at monthly mtgs she can attend & Rob taking them if she cannot make a mtg.</p> <p>b. PMN. Julie Bennett agreed to lead Public Event(s) Resource activity & Paul Shevlin agreed to help plan events with Rob Knill. Others will be requested to do their bit as/when able & depending on skills.</p>
3	<p>Meeting Frequency & Venue.</p> <p>a. As Parish Rooms no longer available, following much debate it was decided to continue hosting monthly mtgs - <i>albeit at a slightly earlier time of 6.30pm</i> - on the first Monday each month in the Wheal Busy Room of the Village Hall.</p> <p>b. We would also (on request/if available) approach the Bowling Club as a back-up option.</p>	<p>a. All.</p> <p>b. Tony Roode.</p>
4	<p>Meetings with External Bodies.</p> <p>a. Meeting with Sarah Furley (CC LNDP Team) & Kath Statham (LLCA Architect) on 11 Jul 17 well recd, advised that we were approaching things in the right way & confirmed the need for both Local Landscape Character Assessment (LLCA) & Housing Need Analysis (HNA) works.</p> <p>b. Rob asked if anyone might wish to join him at a Neighbourhood Plan 'Drop-in-Session' with Situ8 Planning Consultancy at St Austell on 19 Sep 18. Brenda Bailey, John Carley, Tony Roode & Paul Shevlin all expressed an interest.</p>	<p>a. LLCA Training & HNA included in Grant Fund bid.</p> <p>b. Places secured.</p>
5	<p>Preps for Local Landscape Character Assessment (LLCA).</p> <p>a. Rob emphasised the importance of this evidence gathering work which other parishes reported had really served to bring communities on side, esp. parents with young children & keen photographers. He therefore encouraged everyone to "find a friend" for what should be good training followed by rewarding field work activity. By way of example, Rob has found 4 friends!</p> <p>b. Training with Kath Statham (CC Landscape Architect) takes place at Main Village Hall from 2.00 to 4.00pm, Sat 11 Sep 17.</p>	<p>a. All. Promote LLCA activity ASAP & as widely as possible.</p> <p>b. All. Need to maximise attendance at this one-off training event – open invitation to anyone interested.</p>
6	<p>Communications & Community Engagement.</p> <p>a. We need to continue improving our internal LNDP Team comms & the use of the 'Slack' app had been proposed.</p>	<p>a. Julie Bennett to offer dates/host 'Slack' sessions.</p>

	<p>b. Noting we have a useful page on the Village website & 2 dedicated Notice Boards (Car Park & Village Hall), further ideas to promote LNDP and related activities ranged from:</p> <ul style="list-style-type: none"> • Word of mouth to Facebook link to Village website, • More frequent articles in WHAT'S ON, • Attendance at coffee mornings & committee mtgs of any Chacewater based organisation or business, • Rob to brief students/parents at Primary School in near future. 	<p>b. All. It is vital that we advertise what we are all involved here because it relates to the future of all.</p>
7	<p>Autumn Consultation Questionnaire.</p> <p>a. Rob thanked Julie Bennett on behalf of all for the hard work undertaken to bring this document together. A few minor tweaks were required but the attached version is what goes to print.</p> <p>b. Following is a rough order timeline for delivery, return, collate detail run Autumn Public Consultation Events:</p> <ul style="list-style-type: none"> • W/C 11 Sep – Purchase/make up 'Drop-in' boxes for: <ul style="list-style-type: none"> ○ Dave's Shop, Chacewater Bakery, Happy Shopper, Old Market & Village Hall. • 15 Sep – Commence delivery around Parish by section. • 29 Sep – Deadline for returns. • 2 Oct – Monthly Meeting to focus on level of responses & make initial plans for Consultation events. • 6 Oct – Start data collation/survey in earnest (Team effort). • 11 Nov – Commence Public Consultation Roadshows. 	<p>a. Questionnaire went to printers 5 Sep.</p> <p>b. All. Small teams will be reqd to deliver Questionnaire's to every letter box, business/organisation across the Parish & collate incoming data.</p>
8	<p>Grant Funding Bid. Rob advised that following a good deal of typical frustration, the lengthy bid process had been finalised in the presence of Tony Roode & Martin Stephens.</p>	<p>All. Submitted AM 6 Sep & acknowledged by 'My Community – Locality'.</p>
10	<p>Future Meeting Dates/Times:</p> <ul style="list-style-type: none"> • 6.30pm - Mon 2 Oct 17 • 6.30pm - Mon 6 Nov 17 • 6.30pm - Mon 4 Dec 17 • 6.30pm – Mon 8 Jan 18 (note Mon 1st would not suit) • 6.30pm – Mon 5 Feb 18 • 6.30pm – Mon 5 Mar 18 	<p>Brenda Bailey requested to book Wheal Jane please?</p>

Rob Knill

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Distribution. All Named

Attachment: Final Version of the Autumn Consultation Questionnaire.