

**CROWAN PARISH
MINUTES OF THE NP MEETING
HELD IN THE COMMUNITY ROOM, PRAZE
ON TUESDAY, 15th NOVEMBER 2016 @ 7.30pm**

Present	Cllrs Parnell (Chairman), Jenkin, McLeod, Tripp, Webb & Mr C Trevan	
Minute	AGENDA ITEMS	Action
NP17/2016	<u>Apologies for Absence</u> Cllrs Roberts, Henwood, Smith & Tunnicliffe	
NO18/2016	<u>Members' Declarations</u> a. <i>Pecuniary/Registerable Declarations of Interests</i> – None b. <i>Non-Pecuniary/Disclosable Interests</i> – None c. <i>Declaration of Gifts</i> – None	
NP19/2016	<u>Terms of Reference</u> – The meeting members were advised that as there was a change in members of the Steering Group it was necessary to agree and adopt the NP Terms of Reference by signing the master document. This was completed by those present but still requires signatures by Clrs Henwood and Roberts. It was agreed that the community representation of the members should be recorded as follows:- Cllr Jenkin – Cornwall Councillor Cllr McLeod – St Crewenna Church Councillor Cllr Tripp – Nancegollan Village Hall Cllr Webb – Crowan School Governor Mr Trevan – Townsend Village Hall	Cllrs Henwood & Roberts
NP20/2016	<u>Minutes & Reports of Meetings</u> A) <u>NP Meeting 16 October 2016</u> - Read and approved B) <u>Reports from Sub-Groups</u> – none. It was noted that it appears that the Minutes of the last NP Meeting and associated documents had not been received by all the SG members and other Councillors.	
NP21/2016	<u>Project Plan Review</u> – Cllr. Parnell advised the Steering Group (SG) that he had now obtained a template NP document for Smaller Communities from Cornwall Council that greatly assists with the compilation and correlation of the Crowan NP information. Accordingly he has incorporated into this document the draft Vision Statement and the Key Topics as previously discussed by the SG. The meeting then used this document framework for the project progress discussions on the sections and allocation of responsibilities for NP content development. A copy of the working NP document has been circulated under separate cover to the SG members. The following allocation of responsibilities based upon SG member's knowledge and capabilities was proposed:-	

	<p>Background & Key Issues</p> <p>The SG members need to compile the associated information with respect to their designated key areas as listed below. This will include the analysis of the data and comments gathered from the 2015 survey together with any documented feedback from the various consultations.</p> <p>Use this section to give some history of your settlement, identify the key landscape and heritage assets. Give some information under each of the headings below:-</p> <ul style="list-style-type: none"> • Introduction to the Crowan Parish Mr Trevan • Population and demographics Cllr McLeod • Heritage, Landscape & Environment Cllr Jenkin • Energy & Tourism Cllr Jenkin • Employment, Agriculture & Commerce Cllr Roberts • Facilities, amenities & services Cllr Parnell • Transport and parking Cllr Parnell • Housing & Infrastructure Cllr Henwood <p>The key issues and objectives need to be developed and it is helpful if the equivalents are consulted as used by established NP's such as Gwithian & Gwinear or St Erth. Copies available from the CC NP web-site section.</p> <p>A) Review potential vision statements - As covered above these are now incorporated into the draft document, and should any changes be requested then please advise the SG Chairman.</p> <p>B) Check out the whereabouts of all 2015 Survey returns - Cllr. Parnell reported that he had he spoken with the past SG Chair and also Mr M Hawkey, but still no progress.</p> <p>The location of the missing survey returns still needs to be established.</p> <p>C) Consider the Key Topic Areas – As covered above these are now incorporated into the draft document, and should any changes or assistance required then please advise the SG Chairman. The target is that the basic analysis of the 2015 Survey data & comments should be completed and summarised with the identified Key Issues, together with suggested Objectives to address them, drafted and sent to the SG Chairman before the next meeting.</p> <p>D) Policies – Some consideration on the relevant policies to address the issues and objectives, but CC have offered to assist in this aspect. A sample policy template is attached.</p>	<p>All Members</p> <p>All Members</p> <p>All Members</p>
<p>NP22/2016</p>	<p>Mapping – Cllr Jenkin advised that she was able to have access to any mapping required from the CC system at the Dolcoath offices, so when any SG member needed some assistance then they should contact her to arrange a visit.</p> <p>As yet no consideration of the “Settlement Boundaries” has been undertaken, or the need for any consolidated type of maps</p> <p>Input from the CC Officer responsible for Planning in sensitive areas inc WHS has yet to be requested.</p>	<p>Cllr Henwood</p>
<p>NP23/2016</p>	<p>Budget Position – The statement provided by the Clerk was examined and some entries after 1 April 2016 were expected in particular the Praze Fair Show.</p>	<p>Clerk</p>

NP23/2016	<u>Next Meeting</u> – 7.30 pm Tuesday 10 January 2017 at Praze Community Room	
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Signature: (Cllr. Henwood)
Chairman

Date: 8th December 2016