

**CROWAN PARISH MEETING
NOTICE AND AGENDA OF THE NDP MEETING
TO BE HELD IN THE PARISH ROOMS, CROWAN
ON WEDNESDAY 21st SEPTEMBER 2016 @ 7.30pm**

Members of the public and press are invited to attend the Parish Meeting.

	Present – Cllr Hatherly, Cllr Henwood, Cllr Jenkin, Cllr Roberts, Mr C Trevan and Cllr Parnell as Meeting Chairman	
Minute	AGENDA ITEMS	Action
NP1/2016	Apologies for Absence – Cllr McLeod, Cllr Smith & Cllr Webb	
NP2/2016	What the NDP is About– The purpose and context of the NDP, now re-named as just Neighbourhood Planning (NP), was covered and summarised in the attached slides. The importance and responsibility impact on future PC's was discussed together with increased budgetary requirements.	
NP3/2016	Why CPC Needs to Progress Work Carried out in 2015 – The lack of visible progress on the NP has undermined the credibility of the PC with some members of the community, so a restart is essential. See also attached slides.	
NP4/2016	Where is Crowan PC in the process? The 2015 community survey represented the start of the consultation with residents of the parish, this has been summarised and is available through the website http://www.crowan-pc.gov.uk/category/parish-council/neighbourhood-development-plan/ . This provides a quantitative indication of general opinions in many key areas, but further investigation is required to develop the vision and aims for the Crowan Parish.	
NP5/2016	How we Need to Restart? Steering Group (SG) - Cllr Parnell explained that the NP has to be developed by the SG on behalf of the parish communities, and that it has to conform to a standard Terms of Reference/Written Constitution. This was obviously signed when the project started in 2014, but will now need to be re-established with the new members. Evidence – Cllr Parnell stressed the need to record all activities, comments, meetings & discussions in any way associated with the development of the NP whether with members of the communities or the Steering Group. Maps – The importance of various maps of the parish and settlements was discussed, and copies of those obtained from Cornwall Council will be distributed to the Steering Group members. Cllr Jenkin has been chasing through to obtain maps marking heritage sites etc. Local Insight – This is a report compiled in 2015 by Oxford Consultants for Social Inclusion covering Crowan Parish and provides a wealth of important data for consideration in the development of the NP. Crowan NDP Survey - To date there has been no examination of the comments made on various topics and it was agreed that this is the next stage. CP was charged with organising this and it was suggested that Mike Hawkey of Tremayne Farmhouse would be interested to assist. Once completed on a community basis then the results should be sent to all members of the Steering Group for their review prior to discussion at the next meeting of the NP Steering Group. Sustainability Checklist – Cllr Parnell explained that when justifying the NP it is important to cover the relevant areas of the CC approved checklist. Several of these form the basis of the key topic/task areas which are also referred to in the Local Insight report. See also attached slides.	

NP6/2016	<p><i>When Does it Need to be Done By?</i> Cllr Parnell outlined his current understanding of the main activities that will determine the development programme. It was agreed that as there are elections due in May 2017, it would be beneficial to publish a summary NP prior to the elections to demonstrate the commitment of the CPC. See also attached slides.</p>	
NP7/2016	<p><i>Who Needs to be Involved?</i> The members present all agreed to be the on-going Steering Group, as it met the requirements of the Terms of Reference, and that it would then aim to meet monthly to concentrate on the key aspects needed for the NP. At such meetings they would second various persons from the community, whom they considered to have specialist knowledge and experience, in the topic area under consideration in order to provide the SG with relevant guidance in developing appropriate policies. The feeling was that once the SG had prepared a summary NP then this should be published to the Crowan Parish communities for feedback at local consultation meetings. See also attached slides.</p>	<p>Clerk for new ToR</p>
NP8/2016	<p><i>Agree an Action Plan –</i> It was agreed that Cllr Parnell should:-</p> <ul style="list-style-type: none"> • Review potential vision statements • Check out the whereabouts of all 2015 Survey returns and organise the review of comments • Consider the Key Topic Areas • Draft a note for addition to the CPC website on NP progress • Ensure circulation of information to SG members prior to next meeting <p>See attached slides.</p>	
	<p>Next Meeting 7.30 pm on Tuesday 18 October 2016 at Crowan Parish Room</p>	

Signature: (Cllr. Geoff Henwood)

Parish Council Chair
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