

# TINTAGEL NEIGHBOURHOOD DEVELOPMENT PLAN

## Minutes of Steering Group Meeting

### Held at Treknow Village Hall

Monday 1st September 2014 at 18.30

1. **The Meeting** was opened by Richard Martin (Project Manager). Other Steering Group members present were Cllr Mick Goward, Richard Hart, Di Studdart, Deana Hudson, and Iain MacKay. There were no apologies.
2. The resignations of the following were duly noted. Janet Brown, Margaret Beckett, and Jane Soutter. The Steering Group wish to thank them for their very hard work and support.
3. **Approval of draft Minutes of Steering Group Meeting of 20<sup>th</sup> August 2014 – all agreed** - proposed by Deana Hudson and seconded by Di Studdart.
4. **Election of Chairman.** Iain MacKay was elected Chairman, proposed by Richard Hart and seconded by Di Studdart. All in favour. Mr Mackay then took charge of the Meeting.
5. **New Members of the Steering Group.** The following two persons were invited to join the Steering Group and were duly voted in with no abstentions.

Robert Edwards, proposed by Deana Hudson and seconded by Di Studdart  
John Lewis, proposed by Richard Hart and seconded by Iain Mackay

The Project Manager was tasked with informing the Parish Council of the new composition of the Group. The total membership now stands at eight (seven plus the nominated Councillor).

6. **Comments on EGM of the Parish Council Meeting of 20<sup>th</sup> August.** - The Draft Minutes of the PC Meeting do not accurately reflect events witnessed by members of the Steering Group who were present. Cllr Goward is to challenge the Minutes at the next PC Meeting on Wednesday 3 September. The PC did not correctly record the comments made in the open session at the start of the meeting. The PC did not report that Cllr Goward had carefully detailed the process necessary to follow to produce the Neighbourhood Development Plan and that he had pointed out that the NDP process is covered fully by the Localism Act 2011, and by many helpful Guidelines.

A Steering Group member had complained that the PC were not publishing our Minutes on the PC Website, and that we had no other means of disseminating our business to the wider public. This flies in the face of the instruction by the Minister for Communities and Local Government, who wants “open and transparent” government. The PC responded that the Steering Group Minutes had to be vetted and approved by the PC before publication. This is not possible, as no PC member (apart from Cllr Goward) was at our meetings and could be in a position to challenge what was said and agreed.

The Steering Group must act independently to the PC, with reports on progress and requests for PC assistance passed to the PC by the nominated Councillors. Sarah Simms, Cornwall Council's Community Network Manager, has confirmed this to the Group. The proposed change, by the PC, of the Steering Group into an Advisory Group is seen as a retrograde step outwith the law, as embodied in the Localism Act. We look forward to the meeting between the PC, Cornwall Council, and the Steering Group, to sort out the correct route for the Neighbourhood Development Plan and to get it back on track (as laid down by the Localism Act). This meeting will not take place until early October.

Apart from an acknowledgement, there has been no response from the PC to our request that they appoint a second Councillor to the Steering Group. In our request email, it noted that, in the PC Minutes of 27 August, that Cllr Hodge hoped that the NDP would be successful.

Cllr Goward tabled a document “Parish Council Governance Toolkit 09”. This lengthy guide to behaviour of Parish Councils is recommended reading for all, especially the section on bullying by councillors.

7. **Neighbourhood Development Plan** – Budget figures were tabled. After discussion, it was proposed by Richard Hart, seconded by Deana Hudson that they be accepted without change. Contingency sums were built in to the calculations, as was an allowance for inflation and the possible use of outside Consultants. All were in favour. Cllr Goward is to present the figures to the next PC Meeting and request that the Grant Application to Cornwall Council be made without further delay. An advance copy is to be sent to the Parish Clerk for distribution to Councillors before the PC Meeting.
8. **Any Other Business** – Website. Richard Martin reported on the progress of the website for the NDP – it is registered and working. The email system has been tested and used successfully. Design of the web pages is advanced. We need to work on the text for the website pages – all to assist. Up to date Information i.e. minutes, questionnaires, etc. will need to be uploaded. Uploads will mainly be in pdf format so that they can be easily downloaded and printed by any user.

**Election of Secretary.** Richard Hart was elected Secretary of the Steering Group. Proposed by Deana Hudson and seconded by Rob Edwards. All in favour.

Invoices for miscellaneous spending on stationery items are to be prepared and submitted to the Parish Clerk for reimbursement.

Profiles of each member of the Steering Group to be prepared for the website.

Tintagel Castle – which is so important to the village economy – Richard Martin has written to Matt Ward to arrange a meeting, and has received a positive response. No meeting has been arranged to date.

The Meeting closed at 8:30 pm.

9. **Date & Venue of Next Meeting** – to be advised.
10. A tentative date of Tuesday 30 September has been proposed, and to be in the Treknaw Village Hall at 18:30hrs.