

TINTAGEL NEIGHBOURHOOD DEVELOPMENT PLAN

Minutes of Meeting

Held at Tintagel Social Hall

19:00 Monday 9th JUNE 2014

1. The Meeting was opened by Mary Dyer, Parish Council Chairman. She noted that Max Roberts had resigned from the Parish Council and welcomed Aaron Hockerday as the second Steering Group member. Also present were Michael Goward, Steering Group, and Richard Martin, Project Manager

Apologies were received from Richard Dale, Teresa Ades, John Brooks, Grayburn Owen and Andy Grainger. 16 persons were present.

2. **Election of Chairman.** Mary Dyer said that the Parish Council was insisting that a Chairman be elected for the Neighbourhood Development Team (although this is not specifically required by the Terms of Reference). She called for nominations and Margaret Beckett proposed Janet Brown. Janet was duly elected by a show of hands and took the Chair from Mary Dyer.
3. **Questionnaire.** Janet drew attention to the two alternative draft Questionnaires and asked for comments. At this point Roger Wickett said that nothing could go forward until the Team was fully up to strength with 10 members. A discussion followed in which it was made clear that it is impossible to have 10 members unless volunteers came forward, and that the actual number of members has not been prescribed in any Parish Council meeting or document. The Terms of Reference detailed the composition of the Team, totalling a maximum of 9 members.
4. **Election of Team members.** Volunteers to be Team members were called for and the following Team was formed:

1	Mick Goward	Steering Group Parish Councillor
2	Aaron Hockerday	Steering Group Parish Councillor
3	Janet Brown	Chairman
4	Richard Martin	Project Manager
5	Margaret Beckett	
6	Jane Soutter	
7	Di Studdart	

It was agreed that the Team now satisfied the ToR requirement for “up to 9 members”.

With the Team elected, it was agreed that this Team meet in two weeks time to finalize the Questionnaire. Methods of distribution were discussed and will be resolved at the Team meeting. Various sections of the draft Questionnaires and the cover sheet need to be re-written to attract more members of the public, and describe the need for, and purpose of, the NDP.

5. **Election of Team Leaders.** It was explained that Team Leaders were only needed on an “as and when” basis, when specific tasks had to be considered by a specific team.
6. **Progress report.** All present were given copies of the Progress Chart, list of Work in Progress, and a list of Project Stages showing achievement to date. There were no comments on these papers.

It was noted that, for Social Housing research, no names are allowed to be used, only numbers. The County consultation on Social Housing closes on 13 June and the results will be investigated when available.

The list of properties, and the types of usage, is being updated. This will reveal the percentage of holiday accommodation, second homes (where known), and accommodation tied to businesses. Cornwall Council planners use a County wide averaged percentage for these categories, and we need to know how Tintagel compares to the County figures. Any difference could affect County Planning policies.

A start on assessing the old NCDC saved policies has begun. It is not yet known how many, and which, of these policies will become embedded in the new Cornwall Council policy document due to be published this year.

7. **Allocations of new tasks.** Physical checks are needed to verify the information on the teams Housing List. Query sheets have been prepared for 13 areas. Volunteers came forward to check each area. The results of this survey are due to be returned to the Project Manager on 23rd June.
8. **Engagement with the Community.** There was general discussion about methods to get our message across to the public. In January, only approximately 20% of people returned the questionnaire.
9. **Any other business.** Postage costs were discussed. A FREEPOST address was considered too costly. Bulk buying of postage stamps from Edinburgh was suggested by Mick Goward. Hand delivery by volunteers was suggested, and it was thought that the majority could be done this way, with postage only to outlying farms. Collection points for the return of questionnaires could be set up, or volunteers could offer to collect. The questionnaire could also be put on the Council website for electronic completion.

Meeting seating arrangements will be changed for future meetings, to give a more inclusive feel.

10. **Next Meetings.**

1. The team meeting to discuss the questionnaire will be held on Monday 23rd June in the Social Hall, starting at 6:30pm.

2. The next full meeting will be held on Monday 14th July at 7:00pm in the Social Hall, starting at 7:00pm.