

## **Notes of Meeting held on 19 May 2014**

### **Neighbourhood Development Plan (NDP)**

Chairman of the Parish Council, Mary Dyer welcomed those present (about 20) and explained the purpose of the meeting, which was to establish a Steering Group and members thereof.

Mary Dyer introduced Richard Martin, the Project Manager (confirmed in PC Meeting Minutes 2 April), and councillors Max Roberts and Mick Goward, who would be the council representatives on the Steering Group (part of the Neighbourhood Planning Team (NPT)).

Sue Moth, Parish Clerk, briefly explained the requirement for the NDP in respect of Tintagel, explaining that the NPTeam would develop the NDP without any direction from the Council, because it is to be Community-based and not Council-based.

Richard had produced a proposal for the NDP team and its Terms of Reference (ToR) and explained that after consultations with the Parish Chairman and Clerk, it would have to be revised in that the Cornwall Councillor would not be part of the Group, and that the Steering Group did not need a separate bank account. Richard was to submit a revised ToR for the PC to approve. NPT costs would be met from the Parish Council account.

Volunteers who kindly offered to help the NPT included Jane Soutter, Janet Brown and Margaret Beckett. It was hoped that others would come forward later to assist.

After lengthy discussion, led by Roger Wickett, it was agreed that a preliminary questionnaire would have to be prepared and circulated to all households as soon as possible to not only inform parishioners about the reasons for the NDP, the formation of a Steering Group and the need for volunteer helpers, but mainly to ascertain what views they might have about what was needed for Tintagel for the future. Once this information had been collated, Working Groups could be established as required. Richard is to prepare a draft questionnaire and to circulate it for comments and amendments prior to it being printed. Jane Soutter, Janet Brown and Margaret Beckett would assist at this stage. The Council will meet the costs of printing and posting. Volunteers would be needed to 'stuff' and label envelopes. Address labels would be obtained from Cornwall Council through the Parish Council Clerk.

The Council website would have a dedicated page for the Steering Group to disseminate information and requests. The Parish newsletter could also be used. Richard requested a Parish Council email address for the NPTeam work.

It was felt from the floor that the Team must have a chairman who should not be a parish councillor, or the Project manager (who will also act as Secretary of the Team). There were no volunteers.

The NPTeam should consist of up to 10 members.

Because recommendations would be made regarding planning and development, it was important that all involved should declare any relevant interests and that a Register be kept. Meetings should be held in the Social Hall, using the committee room if necessary, or in the Visitor Centre should the Hall be unavailable.

It was agreed to hold the next meeting on Monday 9 June at 7-00pm in the Social Hall committee room.