

FOWEY PARISH NEIGHBOURHOOD PLAN MEETING
16TH DECEMBER 2014
FOWEY TOWN HALL 7pm

Present: Chris Wharton, Giles Askar, Ruth Finlay, Katherine Alexander, Gaynor Edwards

1 Apologies: Carol Eardley

2 Approve minutes of November Meeting

It was proposed by Ruth Finlay and seconded by Katherine Alexander and resolved that the minutes of the November meeting be confirmed with the following amendments:

- a) Add declaration of interest to agenda for future meetings
- b) Amend the name Locality to Cornwall Council in item 3

3 Matters arising from minutes not on agenda

No matters identified

4 To confirm terms of reference

Discussed changing the number of the steering group who will need to be present to be quorate – decided to stay with the 50% originally agreed

5 Election of secretary, chair and treasurer

Agreed the following:

Ruth Finlay – Chair

Giles Askar – Finance

Katherine Alexander – Secretary (Chris Wharton will support with publicity items)

6 Launch Event

Discussed the launch event now schedules for the 7th February 2014 in Fowey Town Hall.

The following was agreed:

Chris Wharton has a number of stands that can be used for the event **Action Point CW**

Gaynor Edwards will get costing of having a map of the parish to be used at launch

Action Point GE

Obtain costing for pop up displays for event

Action Point GE

Obtain costing of a banner promoting the launch (Jeremy Moss)

Action Point GE

Contact Marcus Lewis about using photographs past and present at launch **Action Point KA**

Locate the Fowey seal for use in future promotions **Action Point RF**

7 Initial questionnaire

Agreed to use the initial questionnaire developed by the Roseland Neighbourhood Plan with the “Please help us keep you informed” leaflet – this will be available for the launch event and collation in the February Fowey News **Action Point GE**

8 Training

The Neighbourhood Planning Grant has a training budget available – discussed identifying a local provider who will deliver the training required – this will be arranged for delivery during January **Action Point RF**

9 AOB

Discussed developing a simple website – agreed that Giles and Gaynor will explore options further

Action Point GA/GE

Discussed approaching various members of the community

Action point CW

10 Date of next meeting

Tuesday 20th January