

Perranzabuloe Neighbourhood Plan

Steering Committee Start up Meeting

2nd November 2017

Meeting Notes

Item		Person	Date
1	<p>Attendance</p> <p>A list of attendees is annexed to these meeting notes</p>		
2	<p>Steering Committee</p> <p>A list of Steering Committee members is annexed to these meeting notes</p>		
3	<p>Approval of Officers</p> <p>Initially all attendees were invited to give a brief resume about themselves, after which the following people were appointed.</p> <p>Chairman - Rory Jenkins Vice Chairman - Jenny Bowden Secretary - William Rogers Financial Officer - Roger Kayes</p> <p>The Parish Council representatives on the NP Steering Committee are Robert Norrington and William Rogers.</p>		
4	<p>Financial</p> <p>Funds will be held by the Parish Council.</p> <p>It is understood that generally no expenses are payable to Steering Group members.</p> <p>Grants are available from CCC as well as</p>	W. R	30-Nov

	<p>Lottery Funds. It is believed that additional funds may be obtained from the Community network Panel, as well as the Coastal Community Funds. WR will investigate.</p>		
6	<p>Terms of Reference for Steering Committee</p> <p>A blank template for the Terms of Reference for the Steering Committee are being sent to members to be discussed at the next meeting.</p>	W.R	15-Nov
7	<p>External Help</p> <p>WR is liaising with Ginny Clark of St Agnes, in relation to the work that they have completed on their NP.</p>		
8	<p>Communications</p> <p>Communications for the Group will be managed by Robert Norrington. Rory Jenkins will create the web site free of charge, and set up separate email accounts for the appointees.</p> <p>The Facebook group for the Perranzabuloe Neighbourhood Plan will be updated so that all members Steering Group are 'Administrators and moderators'.</p>		

9	<p>Application to Cornwall Council for Designated Area Status</p> <p>W.R will prepare the documentation for approval at the next Steering Meeting.</p>	W.R	30 Nov
10	<p>Preparation Work</p> <p>All Steering Committee members are requested to read the following documents before the next meeting. These will be sent electronically to all Steering Committee members:-</p> <p>A Guide to Neighbourhood Planning CPRE/NALC</p> <p>A community Plan for the Parish of Perranzabuloe 2013-2018</p>	ALL	30 Nov
11	<p>Date of Next Steering Committee Meeting</p> <p>Thursday 30th November 7pm Parish Council offices.</p> <p>This meeting is essentially for the Steering Committee. However, it is open to all residents to attend, and there are opportunities for public participation.</p>		

Annexure 1 List of Attendees

Ashby-Zwozdiak Chris	Timms Matt
Bowden Jenny	Yeo Ken
Branch Janine	Young Maxine
Callam Michael	Colam Karen
Havill Kevin	Maynard Angela
Henwood Phillip	Clark Jack
Jenkins Rory	Meyers Wendy
Kent Andy	Tonkin Gill
Kent Ruth	Mallett Mary
Moore Phil	Joy Jenni
Norrington Robert	Joy Nick
Reynolds Tony	

Annexure 2 Members of Steering Committee

Ashby-Zwozdiak Chris	Joy Nick
Bowden Jenny	Kayes Roger
Bown Andrew	Kent Andy
Branch Jamine	Moore Phil
Dutson Susan	Norrington Robert
Havill Kevin	Reynolds Tony
Henwood Phillip	Rogers William