



CAMELFORD TOWN COUNCIL

Town Clerk: Lee Dunkley BA (Hons), MPhil

6 Market Place
Camelford
Cornwall
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Neighbourhood Plan – initial stakeholder meeting – 16 July 2014 Meeting notes

Present

L Dunkley (LD), D Elford, Cllr S Elford, Cllr J Finch, Cllr S Goodman, Cllr K Harris, C Hore, C Keat, Cllr A Shaw, S Sims (SSi), S Swale (SSw), S Theobald (ST) (personal capacity).

Background

An introduction to the meeting was given by LD, outlining the aims: to establish will of people in the room to develop a Neighbourhood Plan; to discuss geographical parameters; to assess how to move forward in developing a steering group.

SSw gave an overview of the purpose and process of a Neighbourhood Plan, specifically referring to its status as a "material planning consideration", unlike some other previous plans.

ST outlined the position of St Endellion (SEPC) and St Teath (STPC) Parish Councils. SEPC are starting the process of developing a Neighbourhood Plan. STPC have as yet refused to get involved in developing a Neighbourhood Plan, doubting its potential impact. ST feels it is important for the villages of St Teath and Delabole to have a Neighbourhood Plan.

Discussion

SSi informed the group that Local Council support is a requirement to conduct a Neighbourhood Plan, however if a steering group can galvanise public support and present this to the Local Council, it should result in support being given.

Discussion turned towards developing a steering group for the Camelford Neighbourhood Plan. SSw highlighted the importance of having people involved that have good community contacts. It was felt by the group that Camelot Country Community Interest Company (CCCIC) and, in particular, Camelford Town Forum, should be the driving force behind a Neighbourhood Plan steering group. Under this umbrella, the group could involve many groups such as the Youth Club, Football Club, school governors etc. SSw asserted that Camelford was in a good position to build capacity, with the Neighbourhood Plan providing an impetus.

Outcomes of meeting

- Political will established Camelford.
- Camelford Town Forum (and CCCIC) to pursue potential members for a steering group.
- Separate Neighbourhood Plans to be pursued in the parishes of Camelford and St Teath.
- Community members from St Teath and Delabole to organise a steering group and harness community support in an attempt to persuade the parish council to support.
- In the event of two concurrent Neighbourhood Plans, each to work closely to compliment – members from each steering group to be able to observe their counterparts.

Actions

1. **CCCIC** and **Common Places (SSw)** to meet to prepare for an initial community information exercise at Camelford Show (13 August 2014). Meeting to take place at Camelford Town Council office, 29 July, 10am.
2. Invitations via the Town Forum for potential members of a steering group to be sent out by the **Forum and CCCIC**. First steering group meeting (for Camelford Neighbourhood Plan) to take place at Council office, 23 September, 7pm.
3. **Community members from Delabole and St Teath** to pursue development of a preliminary steering group.

DONM: 23 September 2014, 7pm



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Neighbourhood Plan – 23 September 2014 – steering group meeting 1

Meeting notes

Present

Cllr A Crosby, L Dunkley, Cllr S Goodman, Cllr A Shaw, Simon Swale.

Timeline

A timeline of preparation was discussed. Given that it was not yet known if a Town Council budget was forthcoming, no financial commitments can yet be made. The following was agreed:

- Until December; register with Cornwall Council, free publicity and awareness-raising, some public engagement including online surveys, but need to be careful not to oversell as at this point there is still no assurance that a budget will be in place.
- January – March; it will then be known if there is a Council budget for the Plan. If there is not, the Plan should be postponed a further 12 months or until a budget is forthcoming. If there is a budget, then a detailed and specific project plan should be drawn up by the steering group.
- April onwards; be ready to implement the project from 1st April, including employing the services of a project manager if agreed upon.

Steering Group members

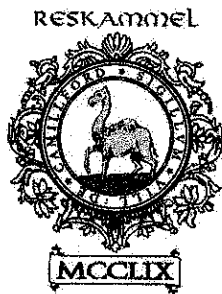
It was felt that more community representatives needed to be on the steering group. The following people were suggested:

- Jill Jeffs (Town Trust)
- Simon Rawlinson (Scouts)
- Justin Thomas (resident met at Camelford Show)
- Jonathon Holt (Youth Club)
- Diane Taylor (WI & Camelfordian)

Actions

4. Register with Cornwall Council (LD).
5. Approach new steering group members (AS).
6. Attend Neighbourhood Plan consultations in St Endellion on 26 September and 10 October (AS and others).
7. Put preliminary information and scoping survey online (LD).

DONM: 29 October 2014, 7pm



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Neighbourhood Plan – 29 October 2014 – steering group meeting 2

Meeting notes

Present

Cllr A Burgis, Lee Dunkley, Cllr S Elford, Cllr K Harris, Claire Hewlett, Cllr S Goodman, Simon Rawlinson, Cllr A Shaw, Simon Swale, Diane Taylor.

Discussion

A new file has been created which stores all documents referred to in the process of developing the Neighbourhood Plan. Members of the steering group can access this at the Council office and copies of documents can be provided.

A discussion took place about steering group membership. It was agreed that ideally the group would not be dominated by councillors. Currently membership of the group is fluid, however when more is known about budget and project timelines, the steering group can be formalised and potentially sub groups set up to work on specific policy areas.

The content of a Neighbourhood Plan web page (on the Council's website) was agreed, as was an initial scoping survey. It was noted that the primary aim of the survey was to engage people, and that off-line consultation would be invested in once a budget has been secured.

Steering group members agreed to publicise the online survey via word-of-mouth, electronic networks and any other means. The survey should be available from approximately 10 November 2014.

LD updated the group as to the status of a budget. As yet, the Council has not set its 2015/16 budget, but is considering the Neighbourhood Plan in its discussions. The Council will consider next year's budget at its meeting on 4 December. Until this point there will be no further information.

Actions

LD to work with IT company to publish new web page and survey.

All members to publicise the survey widely.

DONM: Tuesday 9 December, 7pm, Council office.



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Neighbourhood Plan – 12 December 2014 – steering group meeting 3

Meeting notes

Present

Cllr A Burgis, Lee Dunkley, Cllr K Harris, Claire Hewlett, Jill Jeffs, Brian Lush, Alan Pollard, Simon Rawlinson, Aaron Scorn, Cllr A Shaw, Simon Swale, Diane Taylor.

Discussion

A discussion took place about funding, applications and the survey. Analysis of current survey results was examined. It was agreed that each member of the group should consider the group structure and an expenditure plan.

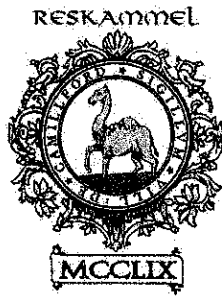
Updates were given about the Council budget, and it was confirmed that following ratification by the Council on 16 December, there will be £10,000 in place for the Neighbourhood Plan from 1 April 2015.

Actions

LD, SSw and **CH** to pursue a funding application.

All members to consider the group structure and potential expenditure (budget).

DONM: Friday 23 January 2015, 10am, Council office.



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Neighbourhood Plan – 23 January 2015 – steering group meeting 4

Meeting notes

Present

Cllr A Burgis, Lee Dunkley, Cllr S Elford, Claire Hewlett, Jill Jeffs, Brian Lush, Cllr A Shaw, Simon Swale.

Update

An update was given regarding funding application. LD, CH and SSw met to fill out an application form, however the new funding stream is not yet ready – an application will be made when feasible, likely mid-February.

Discussion

Project management tender – it was agreed that professional project management was desirable, and a tender should be put together detailing requirements, in particular milestones to be achieved.

Engagement – after discussion it was decided that a public drop-in session, not a public meeting, should be pursued. This will take place on 19 March 2pm-7pm at Camelford Hall. AB, SE, CH, JJ and AS to organise.

Constitution – it was agreed that a basic constitution for the group should be put together, using other examples where appropriate.

Actions

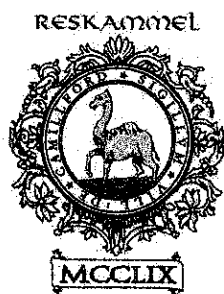
LD to pursue a funding application in mid-February.

LD to write project management tender.

LD to book Camelford Hall for 19 March 2015.

AB, SE, CH, JJ and **AS** to plan the public drop-in session, meeting initially on 13 February at 10am in the Council office.

DONM: Friday 20 February 2015, 10am, Council office.



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Neighbourhood Plan – 20 February 2015 – steering group meeting 5

Meeting notes

Present

Cllr A Burgis, Lee Dunkley, Claire Hewlett, Aaron Scorne, Cllr A Shaw, Simon Swale, Diane Taylor.

Update

LD advised that the project management tender document and a draft constitution will be sent out by email to the group to feedback.

As at 18 February, Cornwall Council have decided to formally designate Camelford as a Neighbourhood Development Plan area.

Public drop-in event 19 March

LD applied for and received a £750 grant to be spent on the drop-in event. Funds have been used for publicity, materials, hospitality and advertising.

AB, CH, JJ and ASH met on 13 February to organise the event. Details are:

- Aim: publicity, information, public awareness (PR), recruit volunteers.
- 3D map to be placed in the middle of the room, 2D maps on walls. Examples of other Neighbourhood Plans will be made available.
- Interactive map giving people stickers to highlight land-use preferences.
- Poster content has been agreed – details to be sent to LD to process.
- Rota of people to staff the drop-in event is needed. People to come forward so far include AB, LD, CH, ASc, ASH, SSw, DT. Others to come forward asap please.
- SSw to contact secondary school to explore options of engaging young people.
- Possibility of BBC Radio Cornwall interviews.
- Leaflets to include 120 copies to the primary school.
- Prompt sheet to be composed for those attending the drop-in event as volunteers/advocates.

Actions

LD to compose and email draft constitution and project management tender document.

AB, CH, JJ and **ASH** to continue organisation of materials etc for drop-in event.

LD to process poster once details arrived from CH

SSw to contact secondary school

LD to arrange BBC Radio Cornwall interview

DONM: Tuesday 17 March 2015, 4:30pm, Council office.



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Neighbourhood Plan – 30 March 2015 – steering group meeting 6

Meeting notes

Present

Cllr A Burgis, Lee Dunkley, Brian Lush, Cllr A Shaw, Diane Taylor.

Public drop-in event 19 March

The group felt that the event was very successful. 91 members of the public were recorded as attending. Turn-out exceeding expectations. It was felt that people engaged with the information presented and stayed for prolonged periods to discuss issues. School children in attendance suggested that consultation/information sharing take place in Sir James Smith school as well.

Constitution

A draft constitution was circulated prior to the meeting and the group felt that it was suitable. The document will be adopted at a future meeting.

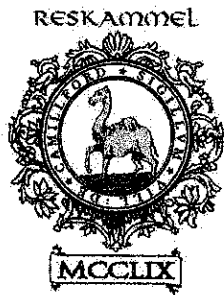
Updated timeline

LD presented an updated timeline showing an ambitious plan to complete a finalised Plan by March 2016. It was noted that in order to achieve high standards to an ambitious timetable, professional support would be required. The group agreed that it was worthwhile in investing potential grant money in professional services for project management and for professional research support. LD to obtain further information for the next meeting. LD to report to Council on the process of expenditure of Neighbourhood Plan funds.

DONM

Friday 24 April 10am, Council office.

Outline of content: adopt constitution; decide on expenditure for professional support; press release regarding progress.



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12 May 2015 – steering group meeting 8

Meeting notes

Present

CLlr A Burgis (AB), Lee Dunkley (LD), CLlr A Shaw (AS), Diane Taylor (DT), Claire Hewlett (CH), CLlr Ken Harris (KH) Simon Swale (SS) Lee Dunkley (LD)

Apologies

Jill Jeffs, Brian Lush

Discussion of public consultation strategy

Proposal received from PFA Research to conduct this exercise on behalf of the Steering Group. To include door-to-door survey, create and distribute questionnaires both hard copy and on line version, conduct consultative exercises with local school students etc. The proposal came in at a little over £8K. There is insufficient budget available at present.

Actions: PFA be accepted in principle. **SS** to investigate the possibility of obtaining a grant from Locality (Community Development Foundation) to cover these costs and to apply for said grant if appropriate. In the meantime **LD** and **SS** to discuss with PFA what they can do within our existing budget of £5K.

SS/Project Management Services

SS provided update, 4 stage plan is in progress

Stage 1 Community Consultation

Stage 2 Theme Group Work driven by responses gained during stage 1
(this will be the first opportunity for volunteers from beyond the steering group to get involved)

Stage 3 Draft policies

Stage 4 Public Consultation and referendum

This is all to be within an ambitious 13 month time frame, with an estimated referendum date of June 2016

Public Consultation

In addition to PFA's work it was decided that it would be advantageous to still have a presence at as many public events as possible with the aim of ensuring that everyone knows that a public consultation is about to happen.

Spring Fayre in Enfield Park on 23 May.

AS to speak to Events Committee ASAP. It was suggested that we have a spot close to the WI refreshments. Items that will be on show – topographical model plus individuals to talk to the public about the project.

"An event at Sir James Smiths School, after school event aimed at the young people of the town. **CH** to contact school, possibly Mr Renshaw, to see if this is feasible." CH did contact the school but has had no response. This task will now be overseen by PFA so CH will make no further attempt at contacting Sir Jims.

Camelford Show August 12th

Space booked in the marquee by Camelford Town Council (CTC). It was proposed that the Neighbourhood Plan 'take over' the space to enable them to have a separate identity ie not just another CTC Committee. **AS** to discuss with CTC

DONM

Friday 29th May 10am, Council office.

Items for discussion in next meeting

SS to feed back re Locality grant progress

LD&SS to feed back re discussion with PFA and fine tuning the proposal. If possible PFA will send a representative to the meeting to update us on progress, time frames etc

Feedback from those that attended the Spring Fayre

LD to update re budget



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29 May 2015

Meeting notes

Present

Cllr A Burgis (AB), Lee Dunkley (LD), Cllr A Shaw (AS), Diane Taylor (DT), Claire Hewlett (CH), Cllr Ken Harris (KH) Simon Swale (SS) Brian Lush (BL), Jill Jeffs (JJ), Simon Rawlinson (SR), Robert Rush - PFA (RR)

Apologies

Aaron

Budget/Grants

SS reported that that we had been successful in our grant application and we would be receiving £8K from Community Rights Programme, funded by the Dept for Communities and Local Government. This grant enables us to authorise PFA to proceed with the public consultation element of the plan.

Budget now stands at £18K with £12K committed.

Public Consultation

Robert Rush of PFA Research provided background on the company and then explained the procedure and provided an estimate of time scales. (Secondary research to be carried out over the next 2 to 3 weeks, primary research and analysis to be conducted within the next 8/10 weeks). Tools will include door-to-door survey, create and distribute questionnaires both hard copy and on line version, conduct consultative exercises with local school students etc.

CH to include PFA in future updates and to invite them to send a representative to future meetings.

Feedback from Spring Fayre in Enfiled Park 23

AS informed that it had been an excellent event, well attended by a wide range of residents. The topographical model once again proved to be an excellent catalyst for involvement by the public. One resident would like to become involved with the plan (Peter Jones) **CH** to add him to contact list so he will receive meeting notes and invites to meetings etc)

Camelford Show August 12th

CTC have booked an L shaped space in the marquee ie 2 tables on a corner. One for CTC the other for Neighbourhood Plan. Rota for manning table to be discussed nearer the time but please book some space in your diary. Entry to show is £10.

Camelfordian

The idea of increasing production of the magazine, whilst the NP is in process, was discussed. It was agreed that production would increase by 100 copies, to a total of 500, for the next 6 issues. The approximate cost of this will be £120. (all in favour) **DT** to action increased production.

Issue Month	Copy Date
July	20 th June
September	20 th August
October	20 th September
November	20 th October
December	20 th November
February	20 th January

CH to write 'article' to be included. **All** If anyone takes photos at events please let CH have the best couple to include in the articles.

Maps

It was discussed that a set of maps be purchased from Cornwall Council. The maps are technically free but we have to pay £45 for an hour of time to locate them! However they will be invaluable to the progress of the Plan. **SS** to arrange. *(Therefore it was agreed that we would go ahead – tbc at next meeting)*

Policy Writing

A provisional idea was discussed re commissioning someone to interrogate our policies, in due course, for any inconsistencies and conflicts. A decision to be made at a future date.

Logo

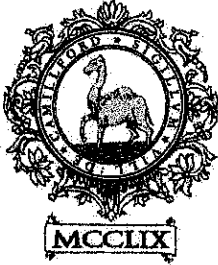
2 ideas were put forward but neither was deemed appropriate to the purpose of the NP. The idea of holding a competition for the scout/guide groups to design a logo (by the end of June) was thought by all to be a positive way to engage this resident group. It will also open the opportunity for a consultation event to be held for these groups. To that end Camelford Hall has been booked for 12th June from 5-9pm, **SR** to liaise with the scout movement **CH** to contact Jill Jeffs/Peggie Ellison re the guiding movement.

DONM

Friday 12th June at 4pm in the Council Office, then moving onto Camelford Hall at 5.30pm for the scout/guide event.

Items for discussion in next meeting

Please email Claire with items to be included in the next meeting



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February 22th, 2016

Meeting notes – Employment Working Party

Present

A Burgis (AB), A Shaw (AS), Claire Hewlett (CH), Di Taylor (DT), Jane Sleeman (JS), Lee Dunkley (LD), Robert Rotchell (RR), Arthur Smeeth (ArS)

Aims of the meeting a) to receive information obtained since the last meeting b) to study map of local area and suggest suitable locations for business use

A) DT info from Walkers are Welcome – DT had contacted this organisation but information has not been forthcoming.

AB analytic info from camelford.org AB had been experiencing computer 'issues' but he would obtain a print out soon of figures for 'hits' re tourism

AS letter to businesses on Highfield – see below

CH obtained list of business classes, but was unable to obtain concise info re regulations/standards re different types of business units. (CH was referred to a gov.org web sit by the neighbourhood plan office, which was very complex and not understandable to a lay person)

Letter to businesses on Highfield:- it was emphasised by RR that this letter could not go out in the name of the Town Council, or from any of the steering group members as councillors. It could be sent out in the name of Camelford Neighbourhood Plan Steering Group.

LD to draft a letter asking the following:-

Q1 is your current site suitable for your business needs
y/n

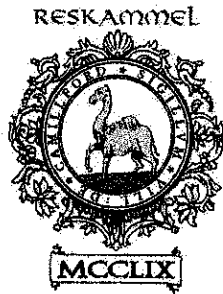
Q2 if no then why note:- to small, to big, poor communication services eg internet, insufficient infrastructure eg transport links, and a comments box

Q3 if possible would you relocate you business to another site within Camelford.

Letter to be signed by the secretary of the Neighbourhood Plan CH and sent out with a SAE for return to Camelford Neighbourhood Plan c/o 6 Market Place.

B) several fields were identified towards the Camelford Station end of the parish, this would be on the heavy goods diversion route if it came into force. CH to contact NP office to find out how to identify the fields ie do they have a reference number and to find out how much an upto date AO map of the area would be.

Meeting closed at 12 noon.



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12 June 2015

Meeting notes

Present

Cllr A Burgis (AB), Cllr A Shaw (AS), Claire Hewlett (CH), Simon Swale (SS), Robert Rush - PFA (RR) Simon Rawlinson (SR)

Apologies

Brian Lush

Budget/Grants

SS reported the £8K would be appearing in the bank account shortly.

Public Consultation

Robert Rush of PFA Research reported that desk research was underway. He presented the proposed questionnaire for review. Interrogating the document took up the remaining time at the meeting.

At 5.30pm we moved to Camelford Hall and set up for the evening with the young people/organisations within the town.

This event was relatively well supported, sadly not a massive turn out but we'll go for quality over quantity. As well as gaining their opinions on such things as 'what is there to do in Camelford for people my age' and 'what words would you use to describe Camelford' and 'what would make Camelford better' (+1 more) they were also asked to design a logo for the project. Closing date was set as Monday 22nd, entries to be handed into the Council office.

DONM

To be decided via Doodle (SS)

Agenda for next meeting:- Please email Claire with items to be included in the next meeting

Thanks to Simon for sorting some agenda items (I've been away most of the last two weeks)

1. A progress report on the community consultation
2. A short workshop on the roles and responsibilities of the steering group
3. Logo competition entries
- 4 Possibility of 'Love Camelford' blog



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29 June 2015

Meeting notes (Draft)

Present

Cllr A Burgis (AB), Cllr A Shaw (AS), Claire Hewlett (CH), Simon Swale (SS), Robert Rush - PFA (RR) Mo Moaddel (MM), Jane Sleeman (JS), Brian Lush (BL), Ken Harris (KH), Carol Atkins (CA) Lee Dunkley (LD)

Apologies

Di Taylor, Jill Jeffs,

Potential new members of the steering group were welcomed. SS distributed a copy of the constitution. A short discussion followed on the roles/responsibilities of the steering group. Primarily that we are the guardians of the process as such we are neutral and will be guided by the out comes and resulting themes & issues raised during the consultation process.

LD highlighted the 'purple file' that contains all the documentation raised by the group and supporting documentation that is available for other sources. The purple file remains in the Town Council Office and is available for public inspection.

A common question raised by residents is: what's the neighbourhood plan going to do? The steering group response being that the plan will put policies into place to define land use for the next 15 yrs in line with the outcomes of the questionnaire.

One member asked – what happens after the 15yr life of the plan. The plan can be reviewed every 5 years so that it is constantly looking 15 yrs ahead. (*?Does this require more public consultation each time/a referendum?*)

Once the consultation has been completed 'themes' will be identified typically such things as open space/housing/business space etc. Each theme will have a working party to work through the issues and develop policy accordingly. Each working group is likely to contain at least one member of the steering group plus a small group of interested individuals from the wider community.

Public Consultation

Robert Rush of PFA Research provided an update. Questionnaire is now live, first round of 'knocking on doors' has been completed with a response of:- 16 f2f interviews, 9 returned by post. 5 have also been completed on line and 3 young people questionnaires have been completed.

The link to the online version can be found on the Town Council web site, and camelford.org web site. Steering group members are asked to copy this link onto their personal Facebook page asking their Camelford 'friends' to complete it. (RR to investigate the possibility of a 'share' button on the thank you page of the questionnaire so that once an individual has completed it he/she can share it on Facebook eg like 38degrees do)

A discussion followed around the topic of increasing participation by residents. Several ideas were put forward. **RR** to investigate the possibility of implementing them.

CH advised that the Summer issue of the Camelfordian would contain an article from the Steering Group highlighting the fact that people were going to be asked to complete questionnaires and asking that they co operate.

Logo Competition

Sadly the Town Council has received no further entries. Therefore only the ones handed in on the day could be considered. It was thought that elements should be taken from several of the designs to create a logo 'around balance' and 'love camelford' **CH** to discuss with Catherine Little the possibility of creating a coherent design from the elements.

Blog

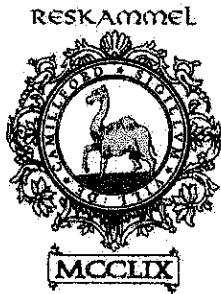
The idea of a lovecamelford blog was discussed, somewhere for people to say how much they enjoy living/shopping/walking etc etc in Camelford. It was suggested that this be something that could be done through the Town Council web site but it was that that was too formal and not 'friendly' enough. Rather than a blog JS suggested something along the lines of Newquay's feel good facebook page. **CH** to investigate

DONM

To be decided via Doodle (**CH**)

Agenda for next meeting:- Please email Claire with items to be included in the next meeting

1. A progress report on the community consultation
2. Presentation Equipment – possible purchase SS to get quotes
3. Logo – CH to bring quote from Catherine Little for design.
4. lovecamelford tee shirts discuss quote
5. lovecamelford facebook group update
6. rota for Camelford Show on 12th August



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10 August 2015

Meeting notes

Present

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Apologies

Carol Atkins, Simon Rawlinson

Membership of the steering group.

CH advised that sadly Jill Jeffs had resigned from the steering group. **LD** to remove her contact details from the web site

Public Consultation

RR provided an update. PFA have received 360 completed surveys plus 25 youth surveys. It was confirmed that the outlying areas of the plan area had now been covered. Business surveys were to take place over the next 2 weeks.

CH will 'pin' the survey link to the top of lovecamelford Facebook group nearer the time.

After discussion it was agreed that the cut of date for all parts of the survey would be 31/8, to allow for one final push at the events in Enfield Park over the bank holiday weekend. A draft report of the data analysis would be available for a meeting on 14th September.

Presentation Equipment

This has been left on the table at this stage. The Town council will need equipment to view planning applications so it is hoped that the Neighbourhood Plan could piggy back on this equipment rather than invest in their own.

Logo

SS is working on it!

Next Steps

SS explained that post analysis of PFA collected data issues/themes would be identified which in turn would lead to policy areas. He circulated 3 examples of other NP's
SS cautioned against issues that are not based in land use.

Camelford Show

Rota and materials were agreed.

CH explained Camelford 2035 Your Vision – asking the public to write a postcard from Camelford in that year. Steering group members completed a card each to pin up at the Show to encourage members of the public to do the same.

Brown Field Sites

CH highlighted a recent communication from Cornwall Council that a call had been put out to landowners for brown field sites that might be suitable for development. CH suggested that this could be included in the NP policy to encourage the use of brown, rather than green, field sites.

AOB

Former Nat West Building: CH had been approached by the owner to investigate possible use of the building by the Community on a rent free basis. Various people are interested in this eg CHAT, tourist info/discovery area, pop up shops etc etc . CH is liaising with the various parties to ensure that everyone who is interested gets involved.

RRot: advised that he'd had a meeting with Nick Marsdon re affordable housing. Cornwall Housing had inaccurate information, this has since been rectified resulting in the existing affordable housing provision in Camelford being sufficient for its needs. In future S106's to be re instated with RRot to ensure that the funds raised find their way to Camelford.

DONM

Monday 14th September 2015 at 10.30am



CAMELFORD NEIGHBOURHOOD PLAN

Town Clerk: Lee Dunkley BA (Hons), MPhil

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November 10th, 2015

Meeting notes

Present

Cllr A Burgis (AB), Cllr A Shaw (AS), Cllr Claire Hewlett (CH), Di Taylor (DT), Robert Rush - PFA (RR)(for first 2 items only) Jane Sleeman (JS)

Apologies

Brian Lush (BL), Lee Dunkley (LD), Ken Harris (KH),

PFA Survey Report

RR delivered a hard copy for the file. It was agreed that the survey could be used by other organisations within the town to help with funding applications in providing evidence of need. CH to ensure that all the working group dropboxes contain the full survey. It was proposed by DT and seconded by CH that the survey report be signed off, all in favour

Next steps – quotes for work.

4 companies were approached with the previously agreed terms of reference. 2 of the companies declined to quote. The remaining 2 did submit quotations but not for the full job – neither were prepared to take on the 'project management' element. Both were prepared to reword our draft policies and perform compliance checks but all those present thought we needed more than that. Neither quote was accepted, the result of which is that we are proceeding 'on our own'. This will put a lot more responsibility and pressure on the members of the steering group, and **all** must share the burden.

RR left the meeting

Working Groups

Transport had their first meeting on Monday 9. Community Facilities were meeting this coming Wednesday, with Housing and Landscape & Recreation both meeting a week on Wednesday. This just left Employment to get started.

Co-ordinators were designated for each group: Transport-Lee Dunkley, Employment-Rob Rush, Housing-Claire Hewlett, Community Facilities-Jane Sleeman, Landscape & Recreation-Di Taylor

AS stated that Amanda Cotton was interested in joining a working group – there is space on the Landscape/Recreation group. AS to provide email address before that groups first meeting so that she can be invited to attend.

Vision

The flipchart comments from the vision meeting, plus the sentences that had been emailed to the secretary, were considered but dismissed as 'window dressing'. Some members of the group thought it better to use the old vision from 11years ago with the removal of a few words. One member of the group was most unhappy with this. It will be returned to the table for a formal vote at the next meeting.

Stephen Horscroft, Cornwall Council Economic Planning & Strategy Officer

CH has arranged for this person to come and discuss Neighbourhood Plans and how they can encourage economic development, with working group members. This meeting will take place in the council office on Monday 30th November at 7pm.

DONM

November 30th, 2015 at 10.30am – agenda items to the secretary please.



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November 30th, 2015

Meeting notes

Present

Cllr A Burgis (AB), Cllr A Shaw (AS), Cllr Claire Hewlett (CH), Di Taylor (DT), Jane Sleeman (JS), Ken Harris (KH), Brian Lush (BL), Lee Dunkley (LD)

Apologies

Robert Rush(RR)

Grant Request

LD gave background for the grant application. Different types of projector were considered but it was decided that the Epsom was best suited to our needs. All in favour

Working Groups

Landscape (DT) – have held 2 meetings. Researching existing recreational and open space and the possibility of creating new spaces. They recognise that there will be considerable overlap between this group and others.

Community Facilities (JS) – have held 2 meetings. Rob Rotchell had attended the first meeting to discuss the Health & Wellbeing Hub. The second meeting was spent drawing up objectives from which to develop policies.

Housing (CH) – have also developed a list of objectives from which to develop policies. This group has obtained demographic projections, a list of planning permissions given but not built etc from Cornwall Council to assist with task.

Transport (LD) – emphasised that they were not a single-issue group (ie not just a bypass group). They are investigating various options to reduce the impact of road traffic through town. They are also investigating how to enhance the outdoor leisure activities eg cycling, walking etc.

Employment – no one has accepted responsibility for this group thus far. AB, as the steering group member in the Employment group has been asked to organise a meeting of the group to develop a way forward and to report back to the next Steering Group Meeting.

Vision

Two 'visions' were on the table

1) the area will be an inclusive, robust community enjoying sustainable economic prosperity ; self-reliant and self-sustaining, and a centre of excellence for environmental management

and rural community development, both through innovative local practice and new ideas, techniques and technology developed locally

2) "Camelford will be a resilient and sustainable community. We will encourage low impact living and, through careful management of our green infrastructure, sustainable leisure activities. We will support an innovative environment for employment."

By a vote of 4 to 3 with 1 abstention vision 1 was selected.

Stephen Horscroft, Cornwall Council Economic Planning & Strategy Officer

Is due to talk to the steering group on the evening of 30th November. The key question from us being 'what does the LEP/Cornwall Council have in store for Camelford'

DONM

TBA via Doodle



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4 April 2016

Meeting notes

Present

A Burgis (AB), Claire Hewlett (CH), Ken Harris (KH), Brian Lush (BL),

Apologies

Robert Rush(RR) Lee Dunkley (LD) A Shaw (AS), Jane Sleeman (JS),

Cycle Routes/Leader Funding

No action had been taken by this group – AS not present at meeting. Hopefully this group will report back at the next meeting

Action AS

Parking Survey

Results were distributed (copy attached with these notes) – there is more space than anticipated. Cleese Road car park is by far the busier of the two. The NP will emphasis the need for 'guest' parking on new developments in addition to resident parking.

Neighbourhood Plan Training

CH confirmed that 2 spaces had been booked for the training session on 16 May 2-4.30pm at the Council Offices in Bodmin.

The NP Grid

CH had emailed this to Colleen O'Sullivan and she responded with an example of what her smartened up version would look like. CO'S had worked on the first section and highlighted areas where more evidence is needed. It was thought that this will be very helpful but when we have the full thing returned it will need careful study to ensure that nothing has been omitted or diluted.

Tourism – KN mentioned that he was very concerned that there was little mention within the plan over the benefit of tourism to the town both as a key employment sector and a way of increasing footfall and spending within the town. It was noted that there was no mechanism to 'market the town' as a destination either to work or live. Discussion followed over who would be the correct body to carry out such a task. Sadly as Tourist Information services have been dropped by CC and Town Council funds are increasingly stretched it was felt that most likely nobody would/could do it.

CH gave a brief overview of the County Council boundary review meeting she had attended at County Hall. She also made those present aware of the Dark Skies meeting to be held on 15 April at Jamaica Inn.

Meeting Finished: 11.30am

DOBN: Monday May 9th 10.30am Council Office



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21 March 2016

Meeting notes

Present

A Burgis (AB), A Shaw (AS), Claire Hewlett (CH), Di Taylor (DT), Jane Sleeman (JS), Ken Harris (KH),

Apologies

Robert Rush(RR) Brian Lush (BL), Lee Dunkley (LD)

Cycle Routes/Leader Funding

AS reported that he and BL were going through the paperwork but were unsure who could apply for funding. The programme outcomes were job creation AS,DT,AB & KH agreed to form a sub group to look into the possibility of utilising Leader funding and report back at future meeting.

Action: AS to co ordinate

Highfield Industrial Estate

CH thanked AB for doing the leg work and gathering the information.

CH gave feed back from the recent survey of business owners. The evidence was overwhelming – businesses are happy with their current location and would be unwilling to re locate. Therefore this policy will be removed from the plan.

Action: CH

Parking Survey

CH explained that the housing working group wanted to ensure that sufficient parking was made available within developments for guest parking, rather than assuming they could park in the public car parks. It was agreed that an individual would check the carpark every evening (after the shops were shut and people were home from work) to see how much capacity there was.

A rota was draw up & distributed

Action: CH

Neighbourhood Plan Training

CH reminded the steering group that they had all received an email re training. It was noted that we are so far through the process that only one workshop would be of use. This was Workshop 4 – Developing Planning Policies and Finalising the Draft Plan. There were 2 dates offered 16/5 and 28/6. It was agreed that we would book 2 spaces on the 16/5 – delegates to be decided.

Action: CH

Meeting Finished: 11.45am

DOBN: April 4th 10.30am Council Office



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6 March 2017

Meeting notes

Present

A Burgis (AB), Claire Hewlett (CH), Jane Sleeman (JS), A Shaw (AS), Di Taylor (DT)

Apologies

Ken Harris (KH), Robert Rush(RR), Brian Lush (BL)

There was discussion re responses from Landowners. Concern was expressed that sites would be 'land banked' ie housing not built pending the 'right' market conditions. This would have serious impact on the ability of the Town to meet it's housing target. Is there anyway of preventing this, ideas put forward:-

- a limit on the number of time planning can be renewed perhaps limit it to twice.
- stipulate that development must be completed within a certain time

CH to take advice from Cornwall Council

Action CH

A question was raised as to whether the team could designate the order in which sites were development. It was thought that a) this could lead to unrealistic land prices being demanded which again would inhibit the delivery of housing numbers b) open the team to possible allegations of 'favouritism' in allocation of site order.

There has been a conversation re the final number of houses that should be zoned for – we are awaiting confirmation of this in writing from Cornwall Council

It was suggested that the 'vision' section of the plan lacked something. RR offered to have a look at it and amend for discussion.

RR sent his apologies – this item is still on the table

Action: RR

Energy/Sustainability sections. It was thought that there was a lot of potential here but would need a lot of work. RR to investigate what other towns have done in this respect. AS introduced the idea of wildlife corridors within new developments and requested that this be included as part of the sustainability section

RR sent his apologies – this item is still on the table

Action: RR

CH gave feed back from meeting that she & Clean Air Group had with Cornwall Council Strategic Transport team. Cornwall Council will be conducting a High Impact Needs Assessment which will commence in April/May with draft findings available in September

2017. The outcome of this will be key to the development of the town/parish and North Cornwall generally. However it was felt to be un-wise to put the Neighbourhood Plan on hold pending it's outcome.

A discussion followed re Community Projects to include in the NP for our part of the CIL & S106 payments. Suggestions were:- band stand roof/lighting, skate park, signage within town & new developments, enhancement of Enfield Park, improvements to footpaths/cycle paths, a Discover Camelford Facility, an electric bus from the car park to interesting local attractions eg Rough Tor, walk drop offs etc to encourage less private transport use.

CH to add these to the NP Draft Doc

Action CH

CH explained the Regulation 123 list:- this will be the list of projects that Cornwall Council will spend their part (75%) or CIL monies on. It will be going out to consultation in May/June and it is essential that Camelford & North Cornwall see some investment. Suitable projects were discussed:-

- Funding of A39 Distributor Road (Camelford by pass)
- Camelford Health & Wellbeing Hub
- Creation of cycle/footpath network to tie into The Tarka Trail and The Camel Trail
- Upgrading of footpaths especially those along the River Camel
- In recognition of the Bodmin Dark Skies status – replacement of street light with dark sky friendly ones

CH to keep an eye out for this consultation

Action CH

DONM TBC