



Minutes of the **Neighbourhood Plan Committee**, held on **Tuesday 29 June**, at the Tamar Valley Centre commencing at 1800.

Those present were-

Alastair Tinto, Terry Letchford, Ken Trapp, John Roberts, Jim Wakem, Gill Court
Clare Bullimore (Deputy Clerk – *minutes*).

1. ELECTION OF CHAIR

Proposal/resolution: Alastair Tinto be elected as Chair. Proposed: Jim Wakem, seconded: Terry Letchford – 1 abstention (John Roberts) all others in favour.

2. RECOMMEND TERMS OF REFERENCE TO PERSONNEL COMMITTEE/FULL COUNCIL

Clare had disseminated the existing TOR's and a suggested draft version. John Roberts had also provided suggestions. Discussion ensued as to the future of the NDP Committee and whether it be disbanded after referendum and the Planning Committee have a group to monitor it.

Proposal/resolution: to recommend John Roberts' Terms of Reference and for the NDP Committee to be disbanded once the plan is ratified. Proposed: John Roberts, seconded: Ken Trapp – 1 objection (Alastair Tinto); 1 abstention (Gill Court).

3. RECOMMEND COMMITTEE MEMBERSHIP AND VOTING RIGHTS

Proposal/resolution: to recommend the committee membership and voting rights comprising of: Alastair Tinto, Terry Letchford, Ken Trapp, John Roberts, Roger Alford and Gill Court as a community member – Jim Wakem and Mike Greenwood will have automatic voting rights as Chairman and Vice Chairman of the Parish Council.

Under the Standing Orders, there would be space for one more community members – Clare will disseminate the recommended terms of reference and see if anyone would like to be proposed as another committee member from the community. All those who have been member of the committee will continued to be welcomed as members of the public to any meetings called between now and the formal ratification of the plan.

4. APOLOGIES

Roger Alford sent his apologies and others' absences were noted: David Harding, Martin Smith, Tish Valva, Clive Frederick Preece, Joan Veal and Steve Besford Foster.

5. DECLARATIONS OF INTEREST

None.

6. PUBLIC PARTICIPATION

None



7. APPROVE MINUTES OF THE LAST MEETING – 25-02-2020

Proposal/resolution: the minutes from 25-02-2020 be approved. Proposed: Terry Letchford, seconded: Gill Court – approved by all of those present at the last meeting.

8. UPDATE

Alastair updated those present and explained that the examiner has signed the plan off and Cornwall Council are organising the referendum.

9. REFERENDUM CAMPAIGN AND PUBLICITY

Alastair explained that the Parish Council are unable to campaign for a result but they can publicise the referendum. A leaflet has been drafted. Costings are between £1500 - £2100 for printing and distribution.

Proposal/Resolution – a spending limit of up to £2500 be agreed for the printing and distribution of the leaflet to each household raising awareness of the referendum subject to advice being received from Electoral Services that the spend is ‘reasonable’ and the leaflet being finally checked for accuracy and typing errors. Proposed: Ken Trapp, seconded: Terry Letchford-unanimous.

Individuals can campaign for a ‘yes’ vote and Alastair intends to do so.

Costs were also procured for the printing of the final plan for councillors to each have a copy. Proposal/resolution: to approve the printing of 30 copies of the plan when it is finalised at a cost of no more than £350. Proposed: Jim Wakem, seconded: John Roberts – 1 objection (Gill Court) all others in favour.

10. NDP COSTINGS

David Harding had requested the costings of the NDP. These were noted:

Monies Received

- £20,000 Ear Marked from Council Funds
- £7965 Grant
- £4375 Grant
- Total = £32,340

Monies Paid Out

- £3442 Grant money paid back (claim was out of time)
- £13,600 consultant fees
- £4066 printing
- Total = £21,108

Monies left as at end of 2020/21 FY = £11,232

11. URGENT INFORMATION

None.

A meeting will be convened before the referendum.

The meeting closed at 1855

Signed: Date:



Terms of reference:

1. Members of the NDPC are appointed annually by the Parish Council and consist of Councillors and a cross section of volunteers from the community, representatives from local interest groups and any interested individuals. The number of voting members will be limited in accordance with Standing Orders.
2. A Chairman shall be appointed by the members of the group. This must be a Parish Councillor in order to comply with financial regulations.
3. Meetings will be as and when required but at least annually.
4. The NDPC Chairman will report to Calstock Parish Council as appropriate.
5. The purpose of the group is to:
 - Publish appropriate materials to raise awareness and understanding of the policies within the plan
 - Oversee the referendum and publish the results.
6. The Committee will be disbanded on completion of the referendum and formal adoption of the plan.