

Minutes of the Dobwalls and Trewidland Parish Neighbourhood Plan Steering Group Committee Meeting held on the 22nd August 2018 at 6.30pm in Dobwalls United Church Schoolroom, Dobwalls.

Present: John Dunn (JD) Chair, Tracey Kitto (TK), Mhairi Mackie (MM), Roger Thompson (RT), Phil Blee (PB), Mike Taylor (MT), Davina Finch (DF), Linda Coles (LC) Clerk.

Item No		Action By
1	<p>Apologies. Apologies were received from Ailsa Tween, John Collis, Linda Feek, Hugh Francis and Lorna Perrin</p>	
2	<p>September Roadshow arrangements.</p> <ul style="list-style-type: none"> • Staffing – There was a discussion about who can staff the Roadshows, 22nd September at Dobwalls and 29th September at Trewidland. • Catering – This is covered for both events. The facilities at Trewidland were discussed along with the viability of using the Village Hall in view of the leaking roof. It was agreed that Davina Finch will contact the school at Trewidland to see whether this venue could be used as an alternative. • Displays – The layout of the tables for both events was discussed and plans shown. There was some discussion about what to display and how; what information it is hoped to capture. Mhairi Mackie will liaise with Jeff Muir, Consultant, regarding the format of the displays and information. • Maps – It is important to have bigger maps on display. Prices were discussed, Cornwall Council will supply an A1 map for £7.50. Mhairi Mackie will contact Cornwall Council, find out the timeframe for producing the maps, and ask for the invoice to be sent to the Parish Council. • Banners/Advertising – Mhairi Mackie showed a copy of the proposed banners. Tracey Kitto will laminate posters and put up around Dobwalls. John Dunn said about using the Notice Board in the car park at the rear of The Highwayman Inn to advertise the NDP. Davina Finch suggested giving every attendee a sticker saying ‘I Support the Neighbourhood Plan’. It was agreed that lanyards with clip on badges will be given to the Volunteer Staff to wear at the events and pens will be given to all which will show the website details. Linda Coles will arrange this merchandise. Flyers will be put inside The Villager Magazine advertising the NDP Roadshows. 	<p align="center">DF</p> <p align="center">MM</p> <p align="center">MM</p> <p align="center">TK</p> <p align="center">LC</p>
3	<p>Updates to website – WesternWeb is reorganising the format of the website to enable it to display everything needed. Roadshows will be advertised on the website and evidence-based reports.</p>	
4	<p>Finance report. The funding application has been sent to Locality.</p>	
5	<p>Any Other Business. John Dunn will email all who have been involved with the NDP.</p>	<p align="center">JD</p>
6	<p>Date of next meeting. The Steering Group will meet on the 12th September to finalise the details for the Roadshows.</p>	

The meeting closed at 7.40pm.