

Fowey Parish Neighbourhood Plan Meeting
Thursday 20th November 2014
Fowey Town Hall 7pm

Present: Ruth Finlay, Katherine Alexander, Carol Eardley (Fowey Town Council representatives), Christine Wharton, Giles Askar, Gaynor Edwards

This being the first meeting of the newly formed neighbourhood plan there are no minutes to be agreed or confirmed

1. Re-designation & report on Fowey Town Council Meeting

Ruth Finlay reported to all present the decision taken by Fowey Town Council on Wednesday 19th November, 2014 to withdraw from the Castledore Neighbourhood Plan and look to develop a plan independently

Discussed the renaming of the plan and all agreed it should now be called Fowey Parish Neighbourhood Plan

Ruth Finlay will formally request that Sally Vincent FTC Clerk will apply to Cornwall Council for re-designation of the Fowey Parish Neighbourhood Plan **Action Point RF**

Terms of reference will need to be drawn up once re-designation has been applied for. Ruth Finlay has been working on the terms of reference which will be ready for adoption at the next Fowey Town council meeting on Wednesday 10th December, 2014 **Action Point RF**

2. Project timelines

Discussed the realistic timescales for completing the project with an end date of Spring 2016. All recognised this will be an ambitious deadline to meet and that there needs to be flexibility in this date. Giles Askar has produced a project timeline for future use

3. Financial Support

Ruth Finlay reported that Fowey Town Council will make a formal application to Cornwall Council for funding of the plan when the next round of finance comes available in April 2015. An application for interim funding has been made to Cornwall Council via Locality UK (www.localityco.uk). There will also be funds available through the local Cornwall Councillor Community Chest Fund. Re-allocation of these funds from the Castledore Neighbourhood Plan will have to be agreed. Ruth Finlay also provided information about various other sources of finance and included Direct Support Grant and My Community Grant which will require further investigation.

4. Publicity, Newsletter & Future Events

Website - Giles Askar will speak to Chris Wills/Plymouth University regarding help with developing a website and student input with marketing **Action Point GA**

Discussed identifying local Fowey residents with marketing experience for support with website. Gaynor Edwards suggested Sarah Davis and will make contact **Action Point GE**

Newsletter – It was felt that producing a newsletter with information about neighbourhood plan and a launch event and be available for collation into the January Fowey News. Ruth Finlay and Gaynor Edwards have agreed to develop the newsletter **Action Point RF/GE**

Gaynor Edwards will contact Cornwall council in-house printing for a cost to print the newsletter **Action Point GE**

Deadlines for collation and costs from Pegasus Printers who print the Fowey News to be obtained **Action Point KA**

Launch Event – Agreed a provisional date of 31st January 2014 in the Fowey Town Hall. Carol Eardley will confirm whether the town hall is available on that date **Action Point CE**

An information gathering form will be required for the launch event **Action Point TBA**

Email – A designated email account will be set up for correspondence **Action Point KA**

Marketing at Christmas Market – Discussed attending the Christmas Market weekend to raise awareness of the plan and contact details to develop a database of interested residents. The following people will be available that weekend and will need to arrange a rota **Action Point GA, GE, KA, RF, CE**

Chris Wharton would like to be involved in developing the publicity and press releases of the neighbourhood plan **Future Action CW**

5. Steering/Working Groups

This be explored further at the next meeting

Date of next meeting Tuesday 16th December 2014, Fowey town Hall, 7pm.