BLISLAND NEIGHBOURHOOD PRIORITIES STATEMENT STEERING GROUP

MEETING AGENDA

Date: 22 JULY 2026

Time: 7pm

Venue: Blisland Institute

Attendees: Karen Dickin (chair) Stephanie Mead; John Stansfield; Ron Wilson; Phil Shepherd; Rod Adkins

Secretary: Maria Roper

Apologies: Anne Green

1. Project Plan

Karen Dickin circulated a draft project plan. It was noted that Cornwall Council subsequently produced its own project plan. She suggested that it may be easier to use Cornwall Council plan.

2. Preparation for Blisland Fayre

a) Gazebo

Members discussed whether a 3m x 3m or 6m x 6m gazebo would be required. The final decision will depend on the size and number of display boards to be used. John Stansfield agreed to obtain the gazebo before the weekend.

b) Maps, Banners and Display Boards

The Steering Group discussed the displays for the Fayre.

- Display boards will need to be positioned on tables.
- Ron Wilson advised that tables may be available from the Church.
- Phil Shephard will place the display board in the Manor Suite of the Village Hall for Parish Council members to inspect.
- Maria Roper will coordinate with Rod Atkins to arrange access to the Ordnance Survey portal.
- The size of the boards will be confirmed before deciding on map sizes..
- Members discussed producing an A2-sized poster.

Resolved: To order the following prints for the Fayre:

Copies of the Design Guide, Landscape Character Assessment and potentially the Neighbourhood Development Plan. A copy of Cornwall Council NPS survey
Printing may be arranged through Phoenix Print.

Maps:

1. Parish Designation Area (A2)
2. National Landscape (AONB)
3. Settlement map with Conservation Area overlay (A3)
4. Listed Buildings and Scheduled Monuments
5. Settlement maps (A4) for reference purposes

Rod Atkins agreed to produce and circulate draft map layouts once access to the Ordnance Survey portal had been arranged.

Members agreed that printed materials should be produced with a matt finish and satin laminate where appropriate. All display materials should be prepared by mid-August.

c) Other Display Material

It was agreed that flood-risk mapping would not be required at this stage, although it may be useful later in the process. Rod Atkins agreed to circulate examples of reports showing available mapping layers and risk information

d) Obtaining Residents' Views on Priorities

Members agreed to keep engagement at the Fayre simple and accessible.

Resolved: Residents will be invited to respond to two questions using Post-it notes:

1. What do you like about living in the parish?
2. What could be improved?

Those currently available to assist on the stand include Karen Dickin, Stephanie Meads, Rod Adkins and, subject to availability, Anne Green and Jenny Cruse.

3. Gathering Data

a) Resident Survey

Karen Dickin reported on discussions with Michaela Pollard from Cornwall Council Neighbourhood Team, who strongly recommended using the standard Cornwall Council survey template without modification. Data collected through the template will be incorporated into Cornwall Council's evidence base for local plan.

Members reviewed the template and discussed its strengths and limitations.

While members considered the survey useful, concerns were raised that it focuses largely on quantitative data and does not adequately address issues such as environmental quality and quality of life.

Resolved:

- Promote the Cornwall Council "Let's Talk Cornwall" survey immediately.
- Consider undertaking a supplementary parish-specific survey during February or March 2027 to gather more qualitative information.
- Seek hard copies of the Cornwall Council survey for residents without digital access.

Maria Roper will contact Cornwall Council regarding the availability of paper copies.

Members noted that the hand-delivered survey used during the Neighbourhood Development Plan process achieved a strong response rate.

b) Other Data Requirements

Additional evidence requirements will be considered as the project progresses.
Timescale:
Members agreed the following provisional timetable:

- Approval of the Action Plan by the Parish Council at its next meeting.
- Attendance at the Blisland Fayre on 29 August 2026.
- Reconvening the Steering Group following the Fayre.
- Distribution of the resident survey during the week commencing 27 September 2026.
- Survey completion by early November 2026.

Phil Shepherd agreed to draft a promotional information sheet, with Maria Roper checking consistency with Cornwall Council publicity materials.

Members also agreed to continue promoting the Parish Council's digital newsletter at the Fayre.

4. Familiarisation with the Cornwall Council NPS Template

Members reviewed the Cornwall Council NPS template.

Maria Roper will check whether additional data has been received from Michaela.

John Stansfield explained that supporting evidence will be uploaded dynamically to the project website.

Stephanie Mead asked whether a SWOT analysis should be undertaken. Karen Dickin suggested that this could be addressed through:

- A supplementary resident survey;
- Future drop-in engagement sessions; or
- An initial assessment prepared by Steering Group members and subsequently refined through public consultation.

Karen Dickin also raised the issue of business engagement. John Stansfield referred to the list of businesses already available on the website. Karen noted that this did not fully capture farming and tourism businesses within the parish.

Members recalled that Anne Green had undertaken a business survey during the preparation of the Neighbourhood Development Plan and agreed to check whether this information remains available.

5. Date of Next Meeting

The next meeting of the Steering Group will be held on:

Wednesday 19 August 2026