

NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 2 JULY 2013

MINUTES

Present:

Maxine Armstrong (Town Councillor); Tamsyn Williams (Town Councillor); Tony Beavan (Inclusivity representative); David Todd (Open Spaces Chair); Richard Sorrell (Cultural Heritage Chair); Alan Clegg (Transport Chair/Lelant Area Forum); Richard Birch (Town Councillor); Lucy Hackett (Clerical Assistant)

1. **Apologies for absence**

Tim Andrewes (Town Councillor), Mark Osterfield (Cultural Heritage), Louise Dowe (Town Clerk)

2. **Election of chairman**

Maxine Armstrong was appointed as Chair of the Neighbourhood Plan Steering Group.

3. **Election of vice-chairman**

Postponed until the next meeting.

4. **Public Speaking**

None

5. **Declarations of Interests**

None

6. **Items for Consideration**

(1) Project Plan

The draft project plan was amended as felt appropriate.

ACTION:

- **Lucy will write up and email amended project plan to steering group;**
- **Draft project plan will be reviewed again with Chandelle Randall and Marcus Healan at the next steering group meeting, and then presented to Council on 18 July**

(2) Budget

A draft budget was discussed.

ACTION:

- **Lucy will write up and email to steering group;**
- **Draft budget will be reviewed with Chandelle Randall and Marcus Healan at the next steering group meeting, and then presented to Council on 18 July;**
- **Tony Beavan will compare quotes for leaflet distributions;**
- **Tony Beavan will enquire the cost of a colour leaflet from T&E;**

- **Lucy Hackett will enquire the cost of a further print run from PBWC**

RECOMMENDATION:

The following staffing needs be considered for the neighbourhood plan;

- i) Project Coordinator for 15 hours per week, flexible working an option;
- ii) Sep 2013 – appoint a Clerical Assistant for up to 15 hours per week;
- iii) Employ a report writer in April 2014 to compile and write the neighbourhood plan

Those present agreed that the Clerical Assistant currently providing support for the neighbourhood plan groups would be recommended to fulfil the role of project coordinator and report writer.

(3) ADDITIONAL ACTION POINTS:

- **Topic group chairs will put the following items on their meeting agendas:**
 - i) volunteers to join a Consultation Team (send names to Lucy)
 - ii) Reiterate the need to 'Revisit existing evidence held, e.g. from an earlier Parish or Town Plan' (point 3c of the project plan)
- **Rex Henry will send draft vision statement and objectives to steering group (carried over from 25 June meeting);**
- **Tamsyn Williams will compile a list of potential meeting venues – please send her ideas (Lucy will distribute to steering group);**
- **The words 'Look out for a road show near you in 2013' will be added to the leaflet, and an acknowledgement of the Data Protection Act;**
- **Lucy will contact Rex Henry re: the next meeting date which clashes with Built Environment meeting.**

7. Date of Next meeting

Monday 15 July, 7.00pm, Committee Room St Ives Guildhall

Meeting closed at: 9.00pm