

NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 5 AUGUST 2013

MINUTES

Present:

Maxine Armstrong (Town Councillor); David Todd (Open Spaces Chair); Alan Clegg (Transport Chair/Lelant Area Forum); Richard Sorrell (Cultural Heritage Chair); Morag Robertson (Town Councillor); Ric Walker (Inclusivity Chair); Paul Woodward (Housing Chair); Rex Henry (Built Environment Chair); Rita Lait (Town Councillor); Louise Dowe (Town Clerk); Lucy Hackett (Clerical Assistant)

1. Apologies for absence

Tim Andrewes (Town/County Councillor)

2. Public Speaking

None

3. Declarations of Interests

None

4. Minutes of last meeting

Were accepted as a true record.

Matters Arising:

- Objectives lists still to be received from the following groups – Cultural Heritage, Economic Development, Amenities and Facilities

ACTION:

- **Rita and Morag will compile a list for Economic Development;**
- **Ric will compile a list for Amenities and Facilities;**
- **All lists to be received by Lucy by Tuesday 13 Aug 2013.**

5. Items for Consideration

(1) Progress of Topic Groups

- i) Update from TG chairs on general progress, issues, concerns, positive outcomes:

Inclusivity	Will need help with the Roadshow, i.e. attending meetings of groups and organisations
Open Spaces	The group is working well. Progressing on an audit of open spaces, will share with other groups when completed to look at overlaps. Concerned about the tepid response to the neighbourhood plan at the 18 July Council meeting.
Housing	The group need to distil discussion into action points and establish Terms of Reference.
Transport	The group feel they will need to be reactive to the rest of the neighbourhood plan, as transport comes into all aspects of it. They currently have no vice

	chair, Morag Robertson will deputise at steering group meetings if Alan Clegg cannot attend. The group will be undertaking a traffic survey in August.
Cultural Heritage	The group have two points of focus: <ol style="list-style-type: none"> 1. Protecting buildings and places of cultural interest (a list is being compiled) 2. Promote cultural life of the town, e.g. by designating a community facility for creative use. <p>The issue of how to fit cultural heritage into planning policy is a constant point of discussion. The group's remit covers the overall purpose of the neighbourhood plan, i.e. promoting St Ives as a cultural centre.</p>
Built Environment	The group is slightly behind others, due to its wide remit. The topic is all-encompassing and overlaps with all other topic groups, and the chair is trying to attend as many other groups as possible. They are looking at the Conservation Area and possible extension in principle to other areas.
Economic Development	The Chamber of Trade will form a group in September 2013 to coordinate approaches to businesses.

It was suggested a discussion is held on the overlap between topic groups at the next steering group meeting.

Following concerns about the council's response, it was suggested that the neighbourhood plan should be a standing item on the council meeting agenda.

ii) List of key themes/objectives

AS ABOVE (matters arising)

(2) Communication

i) Leaflet drop and survey

In order to compile and distribute a survey, the following action was agreed:

ACTION:

- **Topic Groups will compile questions for the survey relating to their issue area, to be received by Lucy by the end of August 2013;**
- **Lucy will print copies of the sample survey to have available for collection from the office, and will email a PDF to the steering group;**
- **Ric and Louise will discuss return envelopes with Royal Mail**

ii) E-Newsletter

The first newsletter was sent last week, it will go out every other month.

IMPORTANT ACTION: Send email addresses for Lucy to add to the E-newsletter distribution list

iii) Stakeholder event

How do we engage stakeholders – include in survey and hold events. The first step is to identify who they are.

ACTION:

- **Rex will begin a list of commercial stakeholders and bring to the next steering group meeting;**
- **Lucy will contact Martin Page for his input**

iv) Distribution of posters to key community locations

Morag has drafted general information posters.

ACTION:

- **Morag will amend the posters as discussed;**
- **Send poster location ideas to Lucy (to be included in the Communications Strategy)**

(3) Consultation Events

i) Consultation Event Team

So far, David Todd and Geoff Williamson have volunteered to be part of this group.

An Events Planning meeting is scheduled for Wed 21st August at 7.30pm in the Committee Room, St Ives Guildhall.

ACTION:

- **Lucy will send a call for volunteers to the mailing list**

ii) Planning of Events

As above

iii) Roadshow

Ric Walker and Tony Beavan will be attending events. A letter will go out shortly to community groups and organisations asking if they would like the Roadshow to attend one of their meetings/events.

7. **Date of Next meeting**

Wednesday 28 August, 7.00pm, Committee Room St Ives Guildhall

Meeting closed at: 9.45pm