

**NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 17 February 2014**  
**MINUTES**

**Present:**

Maxine Armstrong (Town Councillor); David Todd (Open Spaces Chair); Geoff Williamson (Transport); Rita Lait (Town Councillor); Paul Woodward (Housing Chair); Richard Sorrell (Culture and Heritage Chair); Tony Beavan (Inclusivity); Ric Walker (Inclusivity); Alan Clegg (Transport Chair); Rowena Swallow (Local Economic Development Chair); Lucy Davis (Neighbourhood Plan Officer)

1. **Apologies for absence**

Rex Henry (Built Environment Chair); Tim Andrewes (Town Councillor); Tamsyn Williams (Town Councillor)

2. **Public Speaking**

None

3. **Declarations of Interests**

None

4. **Minutes of last meeting**

Were accepted as a true record.

**ACTIONS PENDING:**

- **Lucy to contact Kidz;**
- **Rex to send Built Environment group consultation comments;**
- **Lucy to contact Planning Aid (Joanna Widdecombe and Tim Horwood) about help with Culture and Heritage issues;**
- **Rex to talk to Martin Page about major stakeholders and produce a list by the end of January;**
- **Lucy to email Falkirk's Charter to Topic Groups;**
- **Lucy to follow up action points from meeting with Andy England.**

5. **Items for Consideration**

(1) Meeting with other parishes

Lucy has spoken with neighbouring parishes and they are all interested in meeting to discuss how we can work together.

**ACTION**

- **Lucy to contact St Erth, Hayle, Gwinear and Gwithian about meeting on either Sat 15 March or Mon 17 March.**
- **Steering Group to come up with 2 main issues to bring to the meeting, e.g. housing allocations.**

(2) Community Charter

Isabel and Mothiur have responded offering 2 days each of consultation to assist with a community workshop and follow up work. The total cost would be about £1000, including publicity, printing etc.

## **ACTION**

- **Lucy to follow up with Janet Axten regarding funding for a possible workshop in June/July time.**

### (3) Next Steps

Lucy provided a timeline of ‘next steps’, which updates the Project Plan in regard of new timeframes.

Topic groups to work on draft Preferred Policy Options to bring to steering group at end April meeting.

Aim for end May for next consultation events. Newsletter mail out during May to advertise events.

## **ACTION**

- **Lucy will amend Next Steps with new dates and send to steering group;**
- **Maxine will find out status of Town Framework Plan;**
- **Steering Group will look at site allocations at next meeting, Lucy to print large map with sites allocated in Framework Plan;**
- **Steering Group will look at draft vision and objectives at next meeting;**
- **Rita will contact statutory consultees;**
- **Ric will set date for next Inclusivity group meeting, to discuss May consultation events, schools and young people, Facebook.**

### (4) Review of Planning Aid workshop

Suggestion: next meeting, Maxine to chair the meeting. Use the Council Chamber, so we can put up maps etc.

## **ACTION**

- **Lucy will send documents from workshop to steering group.**

### (5) Updates from Topic groups

<b>Inclusivity</b>	Meeting next Monday, 24 Feb, 7pm Café Art. To discuss May consultation events, schools and young people, Facebook.
<b>Open Spaces</b>	Working through evidence and objectives.
<b>Housing</b>	Continuing to work through exercise of relating policy to evidence.
<b>Transport</b>	Meeting next week to identify key issues emerging from survey results.
<b>Cultural Heritage</b>	Working on policies to promote St Ives as a living centre for cultural industries – taking advice from Planning Aid, Exeter St James NDP etc.  Have identified 4 topic areas.
<b>Built Environment</b>	

<b>Economic Development</b>	Playing catch up, getting to grips with timeframe. Done visioning, chamber meeting.
<b>Amenities and Facilities</b>	Lucy and Rita will meet with Chris Perry at the leisure centre. Lucy will analyse survey results.

(6) Date and Time of next meeting: 19 March, 7.00pm. St Ives Guildhall

**Meeting closed at:** 9.15 pm