

NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 21 July 2014
MINUTES

Present:

Maxine Armstrong (Town Councillor); Geoff Williamson (Transport, Housing, Built Environment); Rita Lait (Town Councillor); Paul Woodward (Housing Chair); Tamsyn Williams (Town Councillor) Lucy Davis (Neighbourhood Plan Officer); David Todd (Open Spaces Chair); Tony Beavan (Inclusivity); Alan Clegg (Transport Chair); Linda Taylor (Town Mayor); Matt Hayter (Transport Vice Chair); Rex Henry (Built Environment Chair)

1. **Apologies for absence**

Morag Robertson (Town Councillor); Rowena Swallow (Local Economic Development)

2. **Public Speaking**

None

3. **Declarations of Interests**

None

4. **Minutes of last meeting**

Were accepted as a true record.

Matters Arising:

- David visited St Ives School and got input from a group of students;
- Lucy, Rita and Max are working on a presentation for 24 July;

ACTIONS PENDING:

- **Lucy will contact local council of Lyn Plan re: judicial review;**
- **David will give school feedback to Lucy;**
- **All Steering Group to attend meeting on 24 July, 6-7pm with town council;**
- **Maxine will print 5 colour copies of the Survey Results Document**

5. **Items for Consideration**

(1) Vision, Objectives and Policies spreadsheet – discussion about objectives

ACTION:

- **Topic groups to send revised objectives to Lucy ASAP;**
- **Lucy will work on merging the Culture and Heritage objectives and consult with the C&H group**

(2) NDP Structure – policies, justification, preamble, Action Plan (projects)

Lucy is working on the NDP document and needs the following information by 25 August:

- Draft policies
- Justification for each policy

- Evidence base and consultation response summary
- Projects

ACTION

- **Lucy will send draft NDP up to section 6 to all topic group chairs;**
- **All chairs to send above information to Lucy by 25 August;**
- **All to send comments to Lucy on the Foreward;**

(3) Project Plan Re-cap

ACTION:

- **Lucy will make changes discussed and re-send the Project Plan to the Steering Group**

(4) Lucy's Updates

- a) Sun August 3 – Halsetown Fete
 - i) Volunteers: Matt, Alan, Tony, Rex, Lucy
 - ii) Emphasise loss of Penwith Plan

- b) Sun August 17 – Harbour Day
 - i) Volunteers – Tamsyn, Rita, Max, Tony
 - ii) Display policies in their most up to date form and ask for comments

- c) Consultation Statement – names of Steering Group to be included

- d) Site allocations – Chloe is waiting to hear from us. We need to draw a map covering all areas of the parish in one way or another, with representatives from open spaces, housing, built environment, economic development and culture and heritage.

ACTION:

- **Topic groups to send names of volunteers for 3 August and 17 August**
- **Lucy will put presentation together for 3 Aug, based on a simple question about Halsetown**
- **Lucy will put presentation together for 17 Aug**
- **Map Drawing meeting – Thurs 7 Aug, 6pm, Committee Room**

Date and Time of next meeting: 27 August, 7.00pm, St Ives Guildhall

7 August, 7.00pm, St Ives Guildhall – Map drawing

Meeting closed at: 9.15pm