

NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 21 March 2016
MINUTES

Present:

Rita Lait (Steering Group Chair); Tamsyn Williams (Town Councillor); Tim Andrewes (Town Councillor); Geoff Williamson (Transport, Housing, Built Environment); Paul Woodward (Housing Chair); David Todd (Open Spaces Chair); Alan Clegg (Transport Chair); Tony Beavan (Inclusivity Chair); Christine Marenah (Built Environment); Maxine Armstrong (Town Councillor); Richard Sorrell (Culture and Heritage Chair); Rex Henry (Built Environment Chair); Matt Hayter (Transport Vice Chair); Lucy Davis (Neighbourhood Plan Officer)

1. **Apologies for absence**

Rowena Swallow (Economic Development Chair)

2. **Public Speaking**

None

3. **Declarations of Interests**

None

4. **Referendum Planning**

The referendum will take place on 5th May 2016 on the same day as the Police Commissioner election. The result will be announced on the same night.

A press release will go out this week to the Cornishman, Times and Echo, Radio Cornwall, Pirate FM, Penwith Radio, ITV Local news and BBC Spotlight.

In summary, the following guidelines apply to the referendum:

1. The Town Council/Steering Group cannot campaign for a Yes or No vote, but can issue information to inform voters about the Plan and where details can be found (website etc.)
2. Members of the Steering Group can form a campaign group, as long as it is distinct from the SG.
3. Councillors can campaign or join campaign groups, but **MUST** make clear that they are doing so as an individual, and not as a Councillor.

ACTION:

- **Lucy will enquire about the status of the final version of the neighbourhood plan and get a copy of it from Cornwall Council;**
- **Lucy will send out an E-Newsletter this week and week commencing 2 May giving information about the referendum and signposting to further information about the plan;**
- **Lucy will send out press releases for informational purposes this week, w/c 18 April, w/c 25 April;**
- **Lucy will talk to Louise about getting information on the St Ives Town Council website.**

Meeting closed at: 8:10pm

