

**NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 29 September 2014**  
**MINUTES**

**Present:**

Geoff Williamson (Transport, Housing, Built Environment); Rita Lait (Steering Group Chair); Town Councillor); Paul Woodward (Housing Chair); Tamsyn Williams (Town Councillor); Matt Hayter (Transport Vice Chair); Lucy Davis (Neighbourhood Plan Officer)

1. **Apologies for absence**

Alan Clegg (Transport Chair); Rowena Swallow (Local Economic Development Chair); David Todd (Open Spaces Chair)

2. **Public Speaking**

None

3. **Declarations of Interests**

None

4. **Minutes of last meeting**

Were accepted as a true record.

**ACTIONS PENDING:**

- **Lucy to change date on previous minutes to 27 Aug;**
- **Relevant Housing, Built Environment & Open Space policies to be drawn together for each proposed housing & business development site allocation;**
- **Rita to contact John Brinkhoff re: culture and heritage map key;**
- **Rita to cross-check the draft policies against NPPF, CLP & saved Penwith policies.**
- **Lucy to prepare a summary of the policy document to be sent out for consultation - full document to be made available for inspection at the library & on the NDP website.**

5. **Items for Consideration**

(1) **Revised NDP Draft – schedule of further changes prior to consultation**

The comments and suggestions from the Town Council meeting on Thurs 26 Sep were considered and the following changes to the draft NDP agreed:

Housing policy H2 – should it refer to primary or principle residence?

Foreword needs some work.

Open spaces preamble – change ‘blend’ to mix and avoid repetition with para4.

Update Local Economic Development for Lelant – ‘no shops’.

Make wording of CH1 stronger.

Add in LED policy about offices in town centre.

Possibly add in LED policy about residences over shops in town centre.

H1 – change to more than 2 units.

H1 (c) take out of policy and move to objective and justification.

H4 – take out reference to St Ives CLT.

H5 – change wording to make stronger.

CF2 – change wording to ‘sports provision’

BE general – add in reference to innovative design; consider balconies and chimneys

BE2 – consider re-wording

BE15 – consider re-wording and cross-check against Penwith Local Plan

T2 – add in “space for”

Change wording of Section 5 and make it into an appendix.

Take out Appendix 4 and put into Evidence Base.

Include housing site allocations into the draft NDP.

**ACTION:**

- **Lucy will ask Chloe specifically about primary or principle in H2;**
- **Tamsyn will look at Foreword and make suggestions for changes;**
- **Rita will look into policy for residences above shops in St Ives town centre;**
- **Built Environment group will add in reference to innovative design; discuss the issue of balconies in Conservation Areas; discuss chimneys; re-word BE2; re-word BE15;**
- **Lucy will look into policy on offices in town centre;**
- **Lucy will make the other changes agreed above;**
- **Lucy will re-structure section 3: Policies to be more linear and less confusing;**
- **Lucy will make changes to Section 5: Action Plan;**
- **Lucy will remove Appendix 4 and send to Rita for Evidence Base;**
- **Housing site allocation sub-group will write allocations into the draft policies.**

**Actions to be completed and revisions sent to Lucy by Mon 13 Oct**

Date and Time of next meeting: Mon 13 Oct, 7pm, Committee Room

**Meeting closed at: 9.30pm**