

**NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 5 January 2015**  
**MINUTES**

**Present:**

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

1. **Apologies for absence**

Rowena Swallow (Local Economic Development Chair); Morag Robertson (Inclusivity); Rex Henry (Built Environment Chair)

2. **Public Speaking**

None

3. **Declarations of Interests**

None

4. **Minutes of last meeting**

Were accepted as a true record.

**ACTIONS ARISING:**

- **Rita will put together a proposal for a 2015/16 budget for taking the Action Plan forward to put to Resources Committee;**
- **Lucy will get in touch with James Hardy about the Landscape Partnership;**
- **Meeting between Culture and Heritage, Built Environment and Historic Environment Service at CC.**

5. **Results of Survey to Date**

Most survey responses have been inputted. There will be 750-800 in total.

All policies have a majority approval.

The responses will be the basis for the 13 January Topic Group meeting to decide what changes, if any, need to be made to the draft NDP.

**ACTION:**

- **Lucy will send survey results to topic groups prior to 13 January meeting.**

6. **Plan for Topic Group Workshop on 13 January**

All responses will be given to the topic groups to work through and decide what changes need to be made. Lucy will provide all materials.

Meeting will start at 6pm in the Concert Hall.

**ACTION:**

- **Lucy will send a reminder email to all topic group chairs.**

7. **Volunteers to Scrutinise comments from Statutory Consultees**

A sub-group needs to form to review and respond to the representations from statutory consultees.

**ACTION:**

- **Rita, Lucy, Matt, David, Rob?? will meet on wed 14 Jan, 2pm in Committee Room to review and respond to the representations.**

8. **Sign off by Town Council**

The NDP will be voted on at the 26 Feb full Council meeting. There will be an informal council meeting (open to members of the public) prior to this to allow councillors to raise specific issues of concern.

9. **Gonwin**

Update on the progress of the application.

10. **St Ives Community Land Trust**

Update on progress of St Ives CLT.

11. **AOB**

Update on progress of the Treloyhan issue.

There are vacancies on the town council, if any of the steering group want to stand. Applications to be in by 23 January.

Date and Time of next meeting: Wed 4 Feb 2015, 7pm, Committee Room

**Meeting closed at: 8.30pm**