

NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 25 JUNE 2013

MINUTES

Present:

Rex Henry (Built Environment Chair); Tony Beavan (Inclusivity representative); Maxine Armstrong (Town Councillor); Tamsyn Williams (Town Councillor); David Todd (Open Spaces Chair); Roger Weatherley (Housing Chair); Tim Andrewes (Ex-officio, Cornwall Council); Louise Dowe (Town Clerk); Lucy Hackett (Clerical Assistant)

1. Apologies for absence

Ric Walker (Inclusivity Chair)
Rita Lait (Town Councillor)
Alan Clegg (Transport Chair)
Morag Robertson (Town Councillor)
Richard Birch (Town Councillor)

2. Election of chairman

At their meeting on 20 June 2013, the town council specified that the chairman of the neighbourhood plan (NP) steering group should be a councillor.

Maxine Armstrong was appointed as chair for the purposes of this meeting.

ACTION:

- Because not all councillors were present, it was decided that a chair will be appointed at the next steering group meeting.

3. Election of vice-chairman

AS ABOVE

4. Public Speaking

NONE

5. Declarations of Interests

NONE

6. Items for Consideration

- (1) Consideration of the notes of the meeting of the Topic Group Chairman and Councillors, with updates on action points

ACTION:

- Weaknesses and threats in SWOT to be systematically addressed when considering the Project Plan at the next steering group meeting;
- Rex Henry will continue working on a draft strap line, vision statement and objectives. He will email a draft to the steering group this week and invite comments;
- David Todd will contact Jenny Veal at St Ives School before the end of term;
- Lucy will contact Paul Ford, re. Chamber of Trade involvement in the Economic Development group.

(2) Terms of Reference for Steering Group and Topic Groups

ACTION:

- **Lucy will make changes as discussed and email to the steering group for comments;**
- **Terms of Reference will be put to council for approval on 18 July 2013.**

(3) Area Forums for Carbis Bay and St Ives

It was decided that Area Forums should be left to grow organically in Carbis Bay, Halsetown and St Ives, without the steering group trying to force the issue. The steering group will however, bear in mind the need to include all areas of the parish and may replicate examples from the Lelant Area Forum in other areas.

The Lelant Area Forum leaflet was discussed. In order to comply with the Data Protection Act, the final paragraph needs to be changed so that all responses come to the central NP email (stives.n.plan@gmail.com). Paper responses can be collected in Lelant, but must be handed on to the Clerk's office.

It was felt that the Lelant Area Forum may be able to achieve their objectives in a way other than an immediate door-to-door leaflet drop. But if this is their chosen method, the steering group will approve funding for printing 500 leaflets.

ACTION:

- **The steering group will form a communications strategy (in conjunction with the Inclusivity group) for the NP as a whole, in order to harmonise communication across the Areas;**
- **Suggestion for the communications strategy: draft a Newsletter to be distributed to shops/cafes etc, local organisations and possibly a door-to-door leaflet drop;**
- **Lucy will liaise with Alan Clegg re. the necessary changes to the Lelant leaflet.**

(4) Funding Sources

Look at existing and potential sources of funding.

ACTION:

- **Lucy/Louise will contact Jo Howard at Cornwall Council re: support for project planning and budgeting;**
- **Lucy/Louise will compile a grant application to Locality;**
- **Lucy/Louise will send the Designated Area letter to Cornwall Council.**

(5) Training Needs (CPRE)

The group was informed that CPRE no longer have funding to provide training.

ACTION:

- **Lucy/Louise will ask Jo Howard to attend the next steering group meeting, which will be solely focused on the project plan and budget.**

7. Date of Next meeting

Tuesday 2 July, 7.00pm, Guildhall Committee Room – Project Plan and Budget

Meeting Closed at: 9.15pm