

**Minutes of the Steering Group Meeting held on the 9th January 2018
at Glebe Cottage, St Mabyn**

Present: Jake Gillespie (JG), Penny Lloyd (PL), Steve Collop (SC), Jeff Muir (JM)
and Linda Coles(LC)

| Item No | | Action By |
|---------|--|--|
| | <p>Introductions JM gave a summary of his background and interest in Neighbourhood Plans. Suggested looking at specific themes, do background research, what facilities exist in the community and how these can be developed. LC was introduced to the Group.</p> | |
| | <p>Where we are now JG said initial work seems to be bringing the community to a point where themes can be taken forward. JM to collate the questionnaires when they have all been received. LC will apply to Locality for funding for the NDP. A budget will be put together by for the funding application There was some discussion about the timetable for the Plan and JM will put together a simplified project plan and timetable. This will be submitted as part of the application to Locality by LC.</p> | <p>JM LC LC/JM JM LC</p> |
| | <p>Cornwall Council It was agreed that the Group needs to establish contact with Cornwall Council. LC to find out who key contact is and what help/resource is available in putting the Plan together.</p> | <p>LC</p> |
| | <p>Moving Forward – it was agreed that the Group will concentrate on the following:</p> <ol style="list-style-type: none"> 1. Landscape and character assessment – data to be collated 2. Strategic Housing Land Assessment, find out what the minimum figures are and the maximum number. 3. There was some discussion about what is needed post March. It was agreed that a fresh survey will be required, to be sent to every household in the Parish. 4. In future LC, as Clerk, will set the Agenda and send to the members of the Steering Group. 5. There will be a Public Consultation Event at the end of March. LC will check the availability of the Parish Hall between 26th and 30th March and will let JM know. 6. From the results of the Questionnaires it is hoped to get volunteers to help with the Plan. Looking at mid-May to bring volunteer working groups together to look at specific topics. 7. There are still several questionnaires to be collected from the Shop. These will be taken by SC to JM at Falmouth. | <p>LC LC SC</p> |

| | | |
|--|---|-----------|
| | Items for the next Agenda <ul style="list-style-type: none"> • Check on the progress of LC and JM • Discuss results of survey • Identify Topic groups/working parties | LC |
| | Next Meeting The next meeting of the Steering Group will be held on Tuesday 13 th February at 7.30pm at Jake Gillespie's house. | |
| | | |
| | | |
| | | |
| | | |
| | | |

There being no further business the meeting closed at 9pm.

Signed.....Chairman

Date.....

DRAFT