

Minutes of the St Mabyn NDP Steering Group Meeting held on 19th July 2019 at St Mabyn Peace Memorial Hall.

Present: Graham Smith (GS), Mark Grigg (MG), Charlie Daniels (CD), Jeff Muir (JM) and Linda Coles (LC).

Item No		Action By
1	Apologies. Apologies were received and accepted from James Mutton	
2	Election of Chairman. LC nominated Graham Smith as Chairman, seconded by CD with all in favour.	
3	Membership of the Steering Group. It is hoped to increase the membership of the Steering Group at the meeting to be held on the 6 th August, to which the members of the Topic Groups will be invited. It was agreed that an invitation to attend the meeting will be extended to the whole parish. This meeting will be publicised on the Parish Council Website and the Parish Facebook Page as well as on the Feedback Leaflets that JM will produce. This leaflet will be distributed to every household.	LC JM All
4	Draft Report produced by Graham Smith. GS had produced a Draft Vision Statement for the NDP which was circulated to the Steering Group for comment. It was agreed that it is a very comprehensive document and captures the essence of the feedback so far received from the Topic Groups and the Parish Surveys. MG thanked GS for his work on the document. It was agreed that GS will draft some Policies for discussion at the 6 th August meeting. These will be circulated by email to the Steering Group for comment.	GS
5	Landscape Character Assessment. Received a quote of £4200 from Kath Statham, Cornwall Council, for her to complete a Landscape Character Assessment. It was agreed that this is higher than the quote she gave when she met with the Group earlier in the year, £3500. LC will contact and query. It was resolved that the Group would like to proceed with KS carrying out the LCA, proposed by CD, seconded by MG with all in favour. However, contacting KS will be put on hold until after the 6 th August when there will be a clearer idea of whether the Plan will continue to be developed and how many volunteers there are to help. Funding is now crucial and it could be that there will be a number of volunteers to help draw up the LCA which would significantly reduce the costs.	LC LC
6	Funding and Budget. JM circulated a budget for an application to The Big Lottery, however, any application will take at least 4 months for a decision to be given on whether the bid has been successful and will not cover items of expenditure retrospectively. There is still some Locality funding to be applied for and some funding available in the Parish Council's budget for this year. LC will look at the funding and budgets before the Group commits to any future expenditure and this will be decided following the outcome of the meeting on the 6 th August.	LC
7	Next steps and 6th August Meeting. Already covered above	
8	Any Other Business. It was agreed that it would be useful to attach a copy of the Draft Report by GS, to the email invitations to the Topic Group Members.	LC
9	Date and venue of next meeting. The next meeting for the NDP will be held in St Mabyn Peace Memorial Hall on Tuesday 6 th August at 7.30pm. There will be a short meeting of the Steering Group following this meeting.	

There being no further business to transact the Chairman closed the meeting at 8.26pm