

Minutes of the Meeting of the St Mabyn Parish Neighbourhood Plan Steering Group held on Tuesday 22nd January 2019 at St Mabyn Inn, St Mabyn, commencing at 7.45pm

Present: Jake Gillespie (JG) Chair, Jeff Muir (JM), (Consultant), Charlie Daniels (CD) and Linda Coles (LC) (Clerk)

Item No		Action By
1	<p>Apologies Apologies were received and accepted from Mark Grigg, James Mutton, Penny Lloyd and Steve Collup</p>	
2	<p>Survey. JM circulated copies of the survey and amendments were made. The surveys can also be returned to the Community Shop and telephone numbers are required for the prize draw. There will be three prizes of £50, one for under 18 year olds, one for 18 to 30 year olds and one for the over 30s. JM will make the amendments to the draft survey. JM will design a poster to be sent to LC who will send it on to CD for printing and laminating. The survey will be available online at Survey Monkey from the 7th February and the paper copies will be circulated by the 15th February. An extra 150 copies will be printed so that they can be included in the schoolchildren's book bags and some for the Community Shop etc.</p>	<p>JM JM LC/CD</p>
3	<p>Steering Group, Topic Groups and the next steps. JM will gather statistical information for the Topic Groups. Once copies of the survey are returned the information will be collated by JM and the Topic Groups will be invited to meet to move things forward. LC will send an update email to all those on the Topic Group Lists. It was agreed that JM and LC will attend the NDP Surgeries and LC will find out when the next one is scheduled and where. LC will invite Kath Statham, Cornwall Council Landscape Character Assessor and Ryan Searle the NDP Link Officer to a meeting of the Steering Group on the 21st February in the Parish Hall.</p>	<p>JM JM LC JM/LC LC</p>
4	<p>Budgets and Funding. LC reported that an application has been submitted to Locality for the remaining funding available. LC will email the final budget to all. JM will produce a draft budget for finishing the NDP for LC to present to the Parish Council at its February 5th meeting so that there is a rough guide to final costs. LC will complete an application to The Big Lottery based on these final figures.</p>	<p>LC JM/LC LC</p>
5	<p>Any Other Business All future Minutes of the NDP Steering Group Meetings will be submitted to the Parish Council for its information. It was agreed that the Parish Council now needs to step up and be more involved with the Plan, especially with regard to writing the policies. One more member of the Parish Council is needed for the Steering Group. It was agreed to ask Graham Smith. It was agreed that completed actions will be emailed to the group as they happen so that everyone is informed.</p>	<p>LC LC ALL</p>
6	<p>Date of next meeting. The next meeting of the Steering Group is scheduled for Thursday the 21st February, to be confirmed.</p>	<p>LC</p>

There being no further business to transact the meeting closed at 9.05pm.