

Minutes of the Meeting of the St Mabyn Parish Neighbourhood Plan Steering Group held on Thursday 21st February 2019 at St Mabyn Peace Memorial Hall, St Mabyn, commencing at 7.30pm

Present: Jake Gillespie (JG) Chair, Charlie Daniels (CD), Graham Smith (GH), Linda Coles (LC) (Clerk) and Kath Statham (KS) from Cornwall Council

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>Presentation on Landscape Character Assessment by Kath Statham, Cornwall Council. KS talked about the stages and how to complete a Landscape Character Assessment (LSA) for the NDP. Each type of topography has its own LSA. Maps were looked at and also completed LSAs from other NDPs to give an idea of what is required. An LSA does not cover the settlements of a parish so stops at the boundary of the village. A Village Design statement would be needed. There is no AONB in the parish but it is designated as an area of great landscape value, AGLV. It was agreed that a group of volunteers will be asked to undertake the LSA with training from KS. However, an alternative would be to pay KS to complete the LSA on our behalf. LC will see what funding is available to cover the costs of training, approximately £200 for a 3hour workshop, and/or KS writing the LSA at a cost of approximately £1500. KS will send a quote to LC by email. LC will download the Cornwall Council Landscape Assessment hyperlink and email it to all. An alternative to an LSA would be a Landscape Character Statement.</p>	<p>LC</p> <p>LC</p>
3	<p>Survey and Results. The Survey has now been distributed to all of the households in the parish and is also on Survey Monkey. Some results are back but it was agreed that it is too early to be concerned about a lack of response. The deadline for responses is 22nd March. Ways of reaching people and ensuring completion and return were discussed. CD will put posters up at the bus stop and will engage with Year 6 children at the local school. The use of social media to promote the survey was discussed; St Mabyn Facebook page. LC will link the SurveyMonkey to the Parish Council website. LC will send Jeff Muir an email to confirm the expectation for a draft results leaflet to be available for the 7th April. Key things to be included in the leaflet were "Thank you, here are the draft results of the survey. We need your help, please come to a meeting on the 9th May" etc.</p>	<p>CD</p> <p>LC</p> <p>LC</p>
4	<p>Topic Groups LC will book the Village Hall for the 9th May and invite all of the members of the Topic Groups and the public to attend. It is hoped to recruit volunteers for the LSA and arrange training at this meeting. LC said that there is help available from Cornwall Council to write the policies.</p>	<p>LC</p>
5	<p>Budget and Funding. LC reported that £2750 has been received from Locality. LC will speak to Jeff Muir regarding the next phase of funding and the budget for the Big Lottery funding.</p>	<p>LC</p>
6	<p>Date of next meeting. The next scheduled meeting is on Thursday 9th May 2019 at 7.30pm in the St Mabyn Peace Memorial Hall, St Mabyn.</p>	

There being no further business to transact the meeting closed at 9.30pm.