

**Minutes of the Meeting of the St Mabyn Parish Neighbourhood Plan Steering Group held on Tuesday 9<sup>th</sup> October 2018 at St Mabyn Peace Memorial Hall, St Mabyn, commencing at 7.30pm**

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

<b>Item No</b>		<b>Action By</b>
<b>1</b>	<b>Apologies</b> Apologies were received and accepted from S Collup, M Grigg and P Lloyd	
<b>2</b>	<b>Update on Topic Groups</b> JM will contact the Local Landscape Officer to come and give a presentation to a meeting which will include the members of the Topic Groups. CD will pull questions for the 2 <sup>nd</sup> Survey from the Topic Groups' feedback. JM will design the 2 <sup>nd</sup> Survey and let the Steering Group know the dates for sending out and receiving back. Promotional slips will be put in the book bags of the schoolchildren. LC will email all those in the Topic Groups and let them know the date of their next meeting as well as updating them on where we are now. Once the Surveys are out LC will book the Hall for January meeting.	<b>JM</b>  <b>CD</b> <b>JM</b>  <b>LC</b>  <b>LC</b>
<b>3</b>	<b>Budgets and Funding</b> JM will send LC a new quote to be used for application to Locality for funding.	<b>JM/LC</b>
<b>4</b>	<b>Any Other Business</b> JM will draw the winner of the 1 <sup>st</sup> Survey and let LC know who it is. There will be two prizes for the 2 <sup>nd</sup> Survey, one for the under 30 year olds, an Amazon Voucher for £50, and one for the over 30s, a £50 voucher for a meal at the St Mabyn Inn. In future LC will circulate the minutes of these meetings to the Parish Council.	<b>JM/LC</b>  <b>LC</b>
<b>5</b>	<b>Date and venue for next meeting</b> The next meeting of the Steering Group Committee will be held at Tredethy on Tuesday 20 <sup>th</sup> December 2018. The next meeting of the Topic Group Members and the Steering Group will be held on Tuesday 15 <sup>th</sup> January at St Mabyn Peace Memorial Hall. Both meetings will start at 7.30pm.	

There being no further business to transact the meeting closed at 8.35pm