

Minutes of the Meeting of the St Mabyn Parish Neighbourhood Plan Steering Group held on Monday 16th April 2018 at St Mabyn Peace Memorial Hall, St Mabyn, commencing at 7.30pm

Present: Jake Gillespie (JG) Chair, Jeff Muir (JM)(Consultant), Alison Holmes (AH), Bryan Wiltshire (BW) and Linda Coles (LC) (Clerk)

Item No		Action By
1	Apologies Apologies were received and accepted from Charlie Daniels, Penny Lloyd and James Mutton	
2	Minutes of the 12th March Meeting The Minutes were approved.	
3	Matters Arising from the above Minutes It was reported that locality Funding is available again and also Big Lottery Funding is available. It was suggested that the Locality funding is used for things that we have to do and the Big Lottery for things that we would like to do. It was RESOLVED to apply for £4600 of Locality funding and to begin the process of applying for Big Lottery funding with the help of those who have already been successful. JM will develop two budgets, one for £9600 and one for £14600. There was some discussion about the timing of the 2 nd Survey and the costs of using Survey Monkey. JM will provide the exact figures. It was agreed to produce the Survey as part of the next funding round.	JM JM
4	Result of information gathered at 26th March Public Meeting i. To decide Topic Groups. The Groups were decided as follows: Housing Environment Young People and education Business and Employment, Traffic, Transport and Roads Community Facilities and Health and Well-Being Historic Sites and Local Culture ii. To assign Volunteers to Groups. It was agreed that LC will assign the volunteers to the groups that were indicated on the feedback forms. There will be a meeting on 15 th May at 7.30pm for the Volunteers. LC will ask Ryan Searle, Cornwall Council to attend the meeting. The meeting will be advertised in the Community News section of the Cornish Guardian. JM will produce a poster and LC will email invitations to all the volunteers on the list. JM will produce a set of guidelines for each table LC will purchase 6 x A5 Notepads for the Groups to use	LC LC JM LC JM LC
5	Update on progress Already discussed	

6	<p>To discuss attendance at the School's Spring Fair</p> <p>The Fair will be held on Sunday 29th April in the Memorial Hall, St Mabyn, 11am-4pm, and LC will attend. There will be a table to display material on and the pop-up banners will be used. Photos and highlights from the Minutes are to be produced for the Parish magazine and a copy of the Minutes will be made available for BW to use at the PC meeting. JM will issue a press release for the Cornish Guardian and the Cornish Advertiser.</p>	<p>LC</p> <p>LC</p> <p>JM</p>
7	<p>Any Other Business</p> <p>JM will produce a draft of the questions for the 2nd Survey.</p>	<p>JM</p>
8	<p>Date and Venue of Next Meeting</p> <p>Tuesday 22nd May at 7.30pm in the St Mabyn Peace Memorial Hall</p>	