

Minutes of the Meeting of the St Mabyn Parish Neighbourhood Plan Steering Group held on Monday 12th February 2018 at West Cottage, Tredethy, commencing at 7.30pm

Present: Jake Gillespie (JG) Chair, Jeff Muir (JM)(Consultant), Charlie Daniels (CD), Alison Holmes (AH), Penny Lloyd (PL) and Linda Coles (LC) (Clerk)

Item No		Action By
1	Apologies Apologies were received and accepted from James Mutton and Steve Collop	
2	Minutes of the Meeting held on the 12th February 2018. A copy of the Minutes of the above meeting were signed as being a true record.	
3	Matters Arising from the above Minutes LC reported that the parish Council budget for the NDP is £5000. LC has booked the Parish Hall for Monday 16 th April for the next meeting LC produced Terms of Reference for the Steering Group. These were accepted and will be published on the website. A copy to be available for all public meetings. JM will submit a quote for a design for Survey Monkey	JM
4	Update on Progress The Leaflet has been designed, printed and distributed for the NDP in time for the 26 th March Public Meeting. The time of the meeting has been advertised as 6pm but JM is going to print a flyer to go to every household informing of the time change to 7.30pm. These will be hand delivered by JM. JM reported that St Mabyn Development Plan now has a Facebook page.	JM
5	Public Meeting 26th March The Speakers are arranged for the meeting. JM has designed a card which will be given to each attendant for completion. The Topics on the card were discussed and amended where necessary. LC will organise a box of pens. There will be two pop-up banners, designed by JM. It was suggested that the Terms of Reference are put up on the Display Board with a map of St Mabyn. Local Landowners are to be invited along with the Developers that already have projects in the Parish, a list of which was discussed. Letters will be sent by LC. The Cornish Guardian will be notified about the 26 th March Meeting. JM will do the press release and LC to cover the Community News page. Flip Chart paper will be put up around the hall, headed with the Topics, (AH will supply) and post-its will be provided for people to put	LC LC LC JM/LC AH/LC

	<p>up their comments. The focus of this meeting will be to get Volunteers to help with the Topic Groups. An attendance sheet will be available for completion on arrival with a tick box for those who wish to volunteer.</p> <p>Refreshments will be provided at the meeting. It was agreed to use paper cups and plates.</p> <p>JG will welcome and close the meeting. The winners of the draw for the first Survey will be announced. The Group will convene at 6.30pm to set the hall up for the meeting.</p>	<p>LC</p> <p>LC</p> <p>AH</p> <p>JG</p> <p>All</p>
6	<p>Any Other Business</p> <p>JM reported that the design of the second Survey is in hand and will be ready for the 29th April, the date of the School's Spring Fair, at which the Group will have a stand with a display board.</p>	
7	<p>Date, time and venue of next Meeting</p> <p>The next meeting of the Group will be held at St Mabyn Parish Hall on Monday 16th April 2018 at 7.30pm.</p>	

There being no further business the meeting closed at 8.35pm

Signed.....Chairman

Date.....