



## **PENRYN TOWN COUNCIL**

### **NEIGHBOURHOOD PLAN WORKING PARTY**

**Monday 20 July 2015, on the rising of the Planning Committee,  
Penryn Town Hall Council Chamber**

### **AGENDA**

**Town Councillors:** D Garwood (Chairman)  
R P Mitchell (Vice-Chairman)  
Mrs G A Grant  
Mrs B Hulme  
J Langan  
C S F Smith  
M Snowdon  
C K Wenmoth

**Cornwall Councillors:** Mrs Mary May

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**  
To receive declarations of interest in relation to items on the agenda
- 3. DISPENSATIONS**  
To consider requests for dispensations in relation to declarations of interest
- 4. MINUTES**  
To approve the minutes of the meeting of the Neighbourhood Planning Working Party held on 22 June 2015 [attached]
- 5. QUESTIONNAIRE**  
To agree a plan for distribution of the questionnaire
- 6. NEXT STEPS**  
To agree next steps and actions to be taken
- 7. DATE OF NEXT MEETING**  
To agree the date of the next meeting





## PENRYN TOWN COUNCIL

### NEIGHBOURHOOD PLAN WORKING PARTY

**Monday 22 June 2015, 6.00 p.m., Council Chamber, Penryn**

#### MINUTES

**Town Councillors in attendance:** D Garwood (Chairman)  
R P Mitchell (Vice-Chairman)  
J Langan  
M Snowdon  
C K Wenmoth

**Cornwall Councillor in attendance:** Mrs Mary May

**Also in attendance:** Michelle Davey [Town Clerk]

#### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs G A Grant (away), Mrs B Hulme (work) and C S F Smith (away).

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. DISPENSATIONS

There were no requests for dispensations.

#### 4. MINUTES

**RESOLVED** that the minutes of the meeting of the Neighbourhood Plan Working Party held on 28 May 2015 be approved and that they be signed by the Chairman.

*Proposed by Councillor M Snowdon and seconded by Councillor J Langan*

#### 5. CONSULTATION PROJECT TIMELINE

Councillor D Garwood had previously circulated a suggested timeline for an initial consultation on a Neighbourhood Plan for Penryn as follows:

- All questionnaire submissions/examples/proposals to be submitted to the meeting of the Working Party on 22 June.
- Recommendation submitted to full Council for approval 6 July.

- If approved, Working Party to meet by mid July to formulate consultation, including commencement date, methods of promotion to town, opportunities to engage, where volunteers may be able to help, and set closing date for feedback.
- Working Party to organise stand at Town Fair with promotional information, questionnaires, and leaflets on 29 August.

**RESOLVED** that the draft timeline circulated by Councillor D Garwood be approved.

*Proposed by Councillor C K Wenmoth and seconded by Councillor M Snowdon*

## 6. QUESTIONNAIRE

Councillor D Garwood had previously circulated a number of consultation questionnaires from other Town and Parish Councils. On balance it was felt that the Cornwall Council template questionnaire was the most suitable for the purpose of the initial consultation and was entirely objective. It was suggested that student accommodation and the Port of Penryn be added to the list of possible priorities and that the questionnaire be redrafted to two sides of A4 with the suggested amendments.

### **RESOLVED TO RECOMMEND TO COUNCIL THAT**

- (a) the draft questionnaire attached as an Appendix to the minutes be approved;
- (b) volunteers be sought to distribute copies of the questionnaire to all households and businesses in Penryn;
- (c) the questionnaire be posted on the Town Council's website and social media;
- (d) a press release be issued to raise awareness of the questionnaire; and
- (e) the Neighbourhood Plan Working Party organises a stand at the Town Fair to promote the questionnaire and collect responses.

*Proposed by Councillor D Garwood and seconded by Councillor M Snowdon*

## 7. NEXT STEPS

- Report to Council seeking approval of questionnaire
- Issue press release
- Post questionnaire on website and social media
- Convene a meeting to plan distribution of the questionnaires

Following the above item, Councillor R P Mitchell gave apologies for a late arrival.

## 8. DATE OF NEXT MEETING

It was agreed that the next meeting be held on Monday 20 July 2015 in the Council Chamber on the rising of the Planning Committee.

There being no further business the meeting was closed at 7.00 p.m.