



## PENRYN TOWN COUNCIL

### NEIGHBOURHOOD PLAN WORKING PARTY

Monday 20 July 2015, 7.45 p.m., Council Chamber, Penryn

#### MINUTES

**Town Councillors in attendance:** R P Mitchell [Vice-Chairman – In the Chair]  
Mrs G A Grant  
Mrs B Hulme  
J Langan  
C S F Smith  
M Snowdon  
C K Wenmoth

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

**Also in attendance:** Michelle Davey [Town Clerk]  
Lauren Bayfield [Customer Support Officer]

#### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Garwood (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 22 June 2015 be approved and that they be signed by the Chairman.

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

#### 5. QUESTIONNAIRE

An updated copy of the questionnaire was circulated. The changes include addition of a watermark, change of font and alignment of text, simplification of wording and separation of topics in question 4. Councillor R P Mitchell suggested that the questionnaires be printed on blue paper to be more accessible and easier to read. Comments from members included that the amendments made the questionnaire easier to read and more 'user friendly'.

Discussion then ensued regarding the delivery of the initial questionnaire. Agreed actions were:

- Councillor Mrs G A Grant to work with the Customer Support Officer to coordinate the delivery ensuring all roads are covered
- Email all Town Councillors requesting volunteers to help with distribution
- Create online survey through Survey Monkey
- A list of roads in Penryn to be sent out to members

It was proposed by Councillor R P Mitchell and seconded by Councillor C S F Smith that questionnaires be distributed to businesses to complete. On a vote the motion was lost.

**RESOLVED** that the image of the viaduct for use as a watermark be approved.

*Proposed by Councillor M Snowdon and seconded by Councillor Beverly Hulme*

**RESOLVED** that the amended questionnaire be printed on blue paper and be approved.

*Proposed by Councillor J Langan and seconded by Councillor Mrs B Hulme*

**RESOLVED** that the questionnaire be available to collect from businesses in Penryn.

*Proposed by Councillor R P Mitchell and seconded by Councillor C S F Smith*

## **6. NEXT STEPS**

Once the questionnaires have been delivered the next phase will be to collate the results with the question of most importance being number 3 which asks 'Do you think Penryn should have an NDP?'. If the majority of respondents answer 'yes' to question 3 then responses will be collated and analysed and the Town Council will set up a steering group to carry out more detailed consultations. A minimum of 500 out of 5000 questionnaires will need to be returned in order that the sample is representative.

Agreed Actions:

- Councillors Mrs B Hulme and Mrs G A Grant to sort paper questionnaires
- Penryn Town Council office administrators to collate online responses
- The final results of the questionnaires to be taken to October's Council meeting

## **7. DATE OF NEXT MEETING**

It was agreed that the next meeting be held on Monday 21 September 2015 in the Council Chamber on the rising of the Planning Committee.