

MINUTES OF A MEETING OF THE **NEIGHBOURHOOD PLAN STEERING GROUP ON MONDAY 16 MAY AT 6.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

Councillors

D Garwood, Mrs B Hulme, J Langan, Mrs M K May, C S F Smith and M Snowdon

1. ELECTION OF CHAIRMAN

RESOLVED that Councillor D Garwood be elected as chairman for the duration of the steering group.

Proposed by Councillor Mrs M K May and seconded by Councillor M Snowdon

2. APOLOGIES

Apologies were received from Councillor R P Mitchell (away).

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. DISPENSATIONS

There were no requests for dispensations.

5. TERMS OF REFERENCE

The terms of reference were noted.

6. NEIGHBOURHOOD PLAN WORKSHOP

The Town Clerk and Customer Support Officer had so far attended two of the four Neighbourhood Plan workshops being held by Cornwall Council, 'Starting the Neighbourhood Plan process' and 'Collecting the evidence base for your Plan' and updated the group. Once a steering group had been set up the next step was to formulate a project plan with estimated expenditure. The workshops also emphasised the need for thorough engagement which should be comprehensively evidenced.

7. MEMBERSHIP OF THE STEERING GROUP

Members discussed the appointment of independent members to the steering group. The Clerk advised that appointments should focus on skills rather than representation of demographics. It should be made clear to volunteers that although a certain level of commitment was required, they would not necessarily have to commit to the whole project. The Clerk would circulate a list of the key skills as identified by Cornwall Council.

It was agreed that the group should initially meet on the 2nd Monday of each month for one hour once the independent members had been approached with a view to appointing.

There being no further business the meeting was closed at 6.50pm.