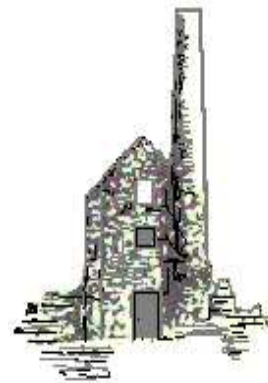


# **St. Ive Parish Council**

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## **Minutes of St Ive Parish Council Neighbourhood Development Plan Working Group meeting held at Millennium House, Pensilva on Wednesday 18<sup>th</sup> June 2014 at 7pm.**

**Present Chair:** Cllr. M Corney

**Councillors:** Cllrs A Moss, K Mutton, S McWilliam

**Apologies:** Cllr P Dipper

**Members of the Public:** None

The Cllr Corney declared the meeting open at 7.00pm.

**1. Apologies –** Cllr P Dipper

**2. Councillors' Declarations of Interest –** None.

**3. To receive questions or statements from members of the public –** None

**4. Minutes of the Previous Meeting –** Cllrs Moss and McWilliam proposed and seconded, all in favour that the Minutes be signed as a true reflection of the meeting.

**5. Matters Arising from the Minutes –** None

### **6. Business**

#### **6.1 Funding**

Cllr Corney reported that the first installment of grant (£3,484) is in the bank, and the Finance Clerk has been instructed to use a separate code for all NDP Working Group transactions so we can account for spending.

#### **6.2 NDP Questionnaire Format and Content**

It is still agreed that the questionnaire survey and community engagement will focus on the six weeks from the issue of the July Parish Pump to 12<sup>th</sup> August. Cllr Corney to order the survey and brief as planned. We will need a team to assemble the papers to insert in the Parish Pump. Cllr Moss reported costs for the questionnaire to be printed on light coloured paper and be sequentially numbered to prevent invalid duplication. Cllr Dipper can borrow ballot boxes. We do not know if they have special closures. Permission for the collection points has been obtained by Cllr McWilliam for Pensilva and Cllr Mutton for St Ive. Cllr Moss will prepare a spreadsheet template to collect and analyse the data from the survey. We will also need to deliver to households which do not get the Parish Pump delivered as we did with the flyer for the presentations.

**6.3 Engagement Plan**

Cllr Corney has updated the Engagement Plan with the list of farmers provided by Cllr Mutton. Cllr Corney has booked Millennium House events, two discos and a tea party. Cllr Corney has publicised the events in the Parish Pump. Cllr McWilliam has initial events list for Pensilva. Cllr Mutton reports that Wednesday mornings are best as the events list for St Ive. Cllr Corney will produce a Briefing Sheet/Checklist so that a uniform message is delivered to community events. Cllr Moss to print items from the PowerPoint presentation to put on the display board.

**6.4 Community Profile**

Cllr Corney has updated the Community Profile document with the piece on Farming provided by Cllr Mutton.

**7. Any other Urgent Business**

Cllr Corney to contact Esther Richmond about the next steps, provide details of the survey and brief, and ask about consultancy for turning the vision document into a Neighbourhood Plan.

**8. Date of next meeting 25<sup>th</sup> June 2014 at 7pm**

A quick meeting next Wednesdays before the Millennium House Forum to check progress.

**The Chairman declared the meeting closed at 7.38 pm**

Minutes taken by:

*Martin Corney*

Chair of St Ive Parish Council NDP Working Group

18th June 2014

Signed: .....  
(The Chair - Cllr. M Corney)

Dated: .....