

Minutes of the St Stephen in Brannel Parish Neighbourhood Plan Steering Group held on Saturday 3rd September 2016 at 10am in the Brannel Room, Fore Street, St Stephen.

Present

Chair: Cllr Mrs Kim Wonnacott

Vice: Cllr Dave Simpson

Secretary: Shelley Ogle

Treasurer: Cyn Potter

Members: Rose Barnecut, Alix Boyd, Chris Fry, Cllr Dave Hatton, Anita Hunt, Helen Lindsey, Cllr Mike McLening, Sue Mercer, Richard Parker, Brian Parsons, Jean Parsons, Deborah Rickard, Carl Roberts, Cllr John Sibley, Mark Thompson, Theresa Thompson, Gary Truscott, Keith Truscott, Matt Turner, Bryan West, Angela White, Cllr Keith Wonnacott MBE and Brian Wright.

In attendance: Linda Ranger – Deputy Clerk to St Stephen in Brannel Parish Council.

- 1) Cllr Dave Hatton welcomed everyone to the meeting. After running through house-keeping matters, Cllr Hatton explained the background to the neighbourhood plan; why the Parish Council had chosen to create a neighbourhood plan; and detailed the work carried out to date.
- 2) Apologies were received from Sylvia Batchelor, Margaret Bloxham, John Crawley, Brian Knight, Graham Lawrence and Ann Parker.
- 3) Everyone present took the opportunity to introduce themselves.
- 4) Cllr Dave Hatton, Cllr Mike McLening, Cllr John Sibley, Cllr Dave Simpson and Cllr Mrs Kim Wonnacott were put forward to be elected as the Steering Group Chairman. A ballot was taken and Cllr Mrs Kim Wonnacott was voted into position.
- 5) Linda Ranger introduced herself and advised that she was not a member of the steering group but there as the Parish Councils Proper Officer to ensure good governance, possible guidance and to be a link between other organisations if needed. She advised all present that whilst they were in their role of a steering group member, they were subject to the same rules and regulations as a Councillor. Members were guided through the Code of Conduct General Principles of Life and the Terms of Reference.
- 6) Linda Ranger ran through the "Neighbourhood Planning: What you need to know" presentation and took questions. It was asked that she seek clarification on whether the Cornwall Local Plan stipulated that, unless the neighbourhood plan was completed within 2 years from the time that the Cornwall Local Plan was adopted, the Local Planning Authority could reject the content of the neighbourhood plan.
- 7) It was agreed that Cllr Dave Simpson be elected as Vice Chairman; Shelley Ogles be elected as Secretary and Cyn Potter be elected as Treasurer.
After discussion, it was agreed that Linda Ranger what ask Cornwall Council would send an officer to the next meeting to talk on the Cornwall Local Plan and how the steering group should initially move forward to community engagement and evidence gathering.
After further discussion, it was agreed that Linda Ranger would arrange for neighbourhood plan worksheets to be available for the next meeting.

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Everyone was advised that if they knew of other residents that would like to join the group, the Terms of Reference said their request would be accepted but could they contact Linda Ranger in the first instance.

In addition, it was confirmed that the Parish Council website could not be used for the uploading of neighbourhood plan documents so details of other options would be brought to the next meeting.

8) There were no further questions.

9) It was agreed that the next meetings would be held as follows –
Tuesday 11th October 2016 between 7pm and 9pm
Saturday 19th November 2016 between 10am and 12noon

An agenda with a copy of the draft minutes would be sent closer to the date.

10) Cllr Mrs Kim Wonnacott thanked everyone for attending and closed the meeting.

The meeting ended at 11.55am.

Signed as a true and accurate record of events

Chairman *[Signature]*
Date *11/10/16*