

**St Clement Parish Council**  
**Notes of Meeting of Neighbourhood Plan Steering Group held at 7.00pm on**  
**Wednesday 12th February 2020 at Heron Close , Tresillian**

**Present:**

**Cllrs. Peter Thomas, Theresa Cowling, Keith Littlejohns, Linda Hitchcox, Helen Nicholson (Chair), Tamara Moluch, David Jones and Lesley Jones (Secretary).**

**1. Update/discussion**

The group met to discuss the final stages of the Neighbourhood Development Plan (NPD).

As part of the statutory duties for the NPD process, the steering group were asked to select a planning inspectors to oversee the NPD document and to make sure that it was fit for purpose. This was carried out during December 2019 by Deborah McCann and she asked for final modifications, which were carried out by the steering group members, submitted to Cornwall Council and added to the NPD website.

The next and hopefully final stage is in the hands of Cornwall Council, when they will organise a referendum and send information out to all residents on the electoral register. Whatever the results give, we have to achieve 50% of approved votes to enable the NPD become part of local planning policy.

**2. Matters arising**

- a. Cornwall Council will apprise us with the Referendum date - probably about the end of April.
- b. Emma Ball, NPD Officer Cornwall Council informed us of the process used by Cornwall Council, included below: -

*“Each resident on the Electoral register will receive a polling card and I will send out hard copies to the previous venues for residents to view the amended NDP and examination report. Residents will have the opportunity to register to vote in the lead up to the referendum and request a postal vote and deadlines will be set out in the information for voters and information statement documents we publish. The documents are e-mailed to the clerk by Election Services.”*

- c. The steering group were also given options how to raise awareness of the referendum. We decided that we would produce letters and posters once the referendum date is agreed. We also decided against holding any more events. The letters will be delivered by hand wherever possible and either emailed or posted

### **3. Grant Applications**

We will need money to cover costs for printing, stationary, stamps etc.

**(Action)** Helen Nicholson to approach the Clerk of St Clement to add a request to the next Parish Council Meeting.

**(Action)** Helen Nicholson to draft letter for printing.

**(Action)** Cllr. Keith Littlejohns to draft posters.

**(Action)** Lesley Jones to add letters etc. to the website.

**(Action)** Letter stuffing at Heron Close.(TBA)

**(Action)** Team to circulate letters, etc.

### **4. St Clement Parish Council comment**

On behalf of the Full Council, Cllr. Theresa Cowling thanked the Steering Group for all their hard work throughout the NPD Process.

Meeting ended at 8.00 p.m.

Lesley Jones  
Secretary