

Minutes of the St Hilary Parish Neighbourhood Planning Steering Group held on 5th April 2023

Present:

Martin Searle (MS); Peter Tunstall Behrens (PB); Geoff Williamson (GW); Roy King (RK); William Searle (WS); Mike Ryan (MR)

1. Apologies: Denis Reed; Jane Howells
2. Minutes of the Meeting of 29th March: Approved
3. Matters Arising:
 - Item 4 – the Article 14 consultation draft plan was approved by the parish council on 31/03/23. They had been advised that the design guide would be included in the main plan document as an appendix but that the checklist would be a separate file
 - Item 5 – MR said that he had added more comment to the draft equality conformity statement and would circulate for the next meeting for further discussion and contributions
 - Item 6 – It was agreed that MS and PB should respond to the feedback from the cricket club and St Aubyns with reassurance regarding the open space policy
4. Organisation of the Regulation 14 Public Consultation on the Pre-submission of the NDP:
 - (i) GW circulated a sheet outlining the next steps required
 - (ii) PB to liaise with the parish clerk to obtain an up-to-date mailing address list for the parish
 - (iii) All members to each produce a list of local businesses for the next meeting
 - (iv) Resident local business owners to be advised about the need for us to consult non-resident employees and businesses in the residents' circulation
 - (v) 10 hard copies of the plan to be made with 6 held by the parish clerk for short-term lending and two each to be left in the church and the social club for reference only with a note to say that a loan copy could be obtained from the parish clerk
 - (vi) The pre-submission draft plan to be put on the parish website
 - (vii) GW circulated the draft consultation package to residences. This will include a covering statement with St Hilary Parish Council included in the heading, a response form and a booklet of the policies. Respondents will be encouraged to reply via the parish website. If they wish to reply by the paper questionnaire but need more copies, they can be downloaded from the website. All members to check the covering statement. It was essential that all consultation communications are absolutely clear including how to respond
 - (viii) It was agreed that eight weeks would be allowed for responses to be sure of providing at least six weeks as required. However, we needed to ensure that everything would be in place for the agreed start before we could put a deadline on the response documents
 - (ix) All dwellings including those not occupied by local residents needed to be mailed
 - (x) We needed to set up an email address for mailing non-resident consultees and dealing with queries (MR)
 - (xi) Relevant statutory bodies to be extracted from Cornwall Council's list. All to consider this and also to compile a list of relevant community organisations for the next meeting
5. Date and Time of the Next Meeting: Wednesday 12 April at 14:30 in the OSR