

Minutes of the Meeting of the St Hilary Parish Steering Group held on 10th May 2023

Present: Martin Searle (MS); Geoff Williamson (GW); Denis Reed (DR); William Searle (WS); Mike Ryan (MR)

1. Apologies: Jane Howells

2. Minutes of the Meeting of 26/04/23:

These were approved

3. Matters Arising:

Item 3 – Open Green Spaces: MS had received a favourable response to our proposal for the cricket field. GW has modified the map in the draft plan for the part of Friendship Wood in line with the request from St Aubyns

Item 4.2 – Notification letters to statutory consultees: MR has compiled a list of email addresses for both statutory and other consultees such as local businesses and voluntary community groups; WS has sent draft letters for the consultees to the steering group but there would still be a need for completion deadlines and the parish website link to the draft plan and response form

Item 5 – DR has stuck the address labels for the mail-out to the NDP area residents

4. Updates on Preparations for the Public Consultation on the Pre-submission Draft Plan:

4.1 - Letter to Residents: This is ready but needs an agreed closing date and confirmation that there will be an online response form. The paper feedback form is ready apart from a closing date. It need to match the on-line form. The policy booklet has been printed, stapled and folded so is ready to go out as no date is required. After some discussion it was agreed unanimously that we should have an on-line response form and use Survey Monkey for it. MR said that he would arrange for the payee on the cheque of £384 for the Survey Monkey subscription to be changed from him to GW as he would be the prime user

4.2/4.3 – Notification Letters to Statutory Consultees: Dealt with under matters arising

4.4 - Publicity: MR to write copy for The Cornishman and The Review; the letter to residents to be laminated and placed in parish noticeboards and in the church porch to show both sides; MR to write a short outline for the website and social media sending a copy to Cllr West; GW to email our list of addresses requesting updates with progress on the plan and alerting them to deadlines and when material will be going out

4.5 – Printing: it was agreed unanimously to have 10 copies of the draft plan printed with a change of dates for the draft plan to run from 2023-2030 rather than 2020-2030. A closing date for responses was agreed for 16th July 2023.

The deadline for everything to be in place and mailed out was agreed to be Friday 26th May 2023.

5. Date of the Next Steering Group Meeting: Wednesday 17th May at **14:00**