

# MADRON PARISH COUNCIL

www.madron.org

Chairman: Councillor Mr Vic Peake

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1/19

## MINUTES OF AN ORDINARY MEETING OF MADRON NEIGHBOURHOOD PLAN STEERING GROUP HELD AT LANDITHY COMMUNITY ROOMS ON WEDNESDAY 28<sup>TH</sup> AUGUST 2019 AT 7PM.

### Present:

Cllr. G. Tanner (Chairman) (GT)

Cllr S Elliott (SE)

Cllr M Scoble (MS)

Mr P Scrase (PS)

Ms Carolyn Montgomerie (CM)

Mrs J Ellis (Secretary) (JE)

Cllr H Eddy (HE)

Ms P Venn (PV)

Mr P Davies (PD)

1. **Apologies** – Were received from Geoffrey Brighton
2. **Declarations of Interest in Items on this Agenda** – None.
3. **Election of Chairman and Secretary** – Members unanimously agreed to elect Cllr G Tanner as Chairman and Clerk Mrs J Ellis as Secretary, both accepted.
4. **Approval of Terms of Reference** – Draft Terms of Reference has been circulated to all members. All members voted to adopt them.
5. **Chairman's introductory remarks** – GT thanked members of the steering group for volunteering to be part of the project and welcomed all. Looking at other parish council's NP's, it can take between 2 - 5 years. However GT advised if the group stick to the project plan and follow it through the NP is achievable.
6. **Lessons learned from Ludgvan experience, briefing by Simon Elliott** – SE suggested that if the NP was working well and being delivered to plan then it would be beneficial to try and complete the plan earlier and have the referendum at the same time as the Cornwall council elections in May 2021 to try and achieve the highest response. Items such as maps should be prepared in advance and brought to meetings for comments, to avoid lengthy debates in their preparation. Key meetings will look at the vision of what different parts of Madron parish will look like, whilst keeping what makes Madron special. Sub groups can start processes with volunteers and then come back to the sub group meetings for decisions. Each sub group should consist of a good lead to drive it forward and around 3 other people. All steering group members will be given an electronic map of the parish showing the boundaries and footpaths – Action GT.
7. **Development of Project Plan** – Members all agreed it is vital to communicate with all age groups. The first sub group meeting led by SE for communications and Engagement will start 29.08.19. PV advised Madron well-wishers have a magazine that they hand deliver and are happy to include NP information / questionnaires if it helps. The plan has set aside 3 months to design, deliver and bring back the results of the first communication from a questionnaire / survey. Members agreed this was a realistic timeframe. It was agreed the plan would be submitted to CC which will allow access to funding and grants.
8. **Communications and Engagement Strategy Working Group progress** – To look at raising awareness of the NP with locals. CM suggested perhaps an electronic survey / questionnaire which could also be easily analysed.
9. **Use and timing of expert assistance for the project** – GT asked SE on his previous experience as to when it would be beneficial to have a consultant in. SE advised GT had written the documents that an expert would have assisted with at this stage and there would be no gain from employing an expert as yet. CM offered to type the document up for the plan with GT's help. If an expert is then required it would be revisited.
10. **Next Steps**
  - a. **Community engagement** – This section is ongoing.
  - b. **Working Groups** – Working groups and the leads are as below. GT to circulate volunteer names to working group leads for them to contact.
    - Housing – GB and MS
    - Built Environment & heritage – PS

Natural Environment – HE  
Transport – SE  
Business & Jobs – SE & PD  
Community Facilities & Services – PV & CM  
Mapping Requirements – SE (not a working group).

**11. Time and Date of Next Meeting** – Thursday 17<sup>th</sup> October 2019 @ 7 pm at Landithy Community Rooms.