

Breage Parish NDP Steering Group meeting of 20/2/18.

Attendance: Stephen Rice, Debi Rice, Tanis Board, Lyndsay Bryning, Sue Carr, Ian Stovell, Robert Burrows, David Davies, Clive Richards, Dave Woodman, Sarah Tresidder, Sally Herriett, Chris Ralph

Apologies: Karen le Borde

Also in attendance: Tony Woodhams, Michael Tresidder

**Agreed:**

1. Contact details of SG members to be shared between SG
2. Declarations of interest to be a standing agenda item
3. Meeting notes of 30/1/2018 SG meeting approved
4. Terms of reference as per paper agreed with change of quorum to one third at clause 6f
5. Tactic is for SG to 'feel its way' into the NDP preparation process
6. Need to re-engage with the local community
7. Secure a dedicated web presence on the Breage PC web site
8. Explore social media opportunities including Facebook as a tool for community engagement
9. Explore opportunities with Breage and other churches as a place to display plans etc going forward
10. Initial exploration of further evidence building to be on a topic basis reflecting CC paper on possible policy responses to results of initial household survey
11. 'Think pieces' on each topic to be prepared for next SG meeting exploring how to collect evidence for each topic area
12. All to develop an understanding of National Planning Policy Framework and Cornwall Local Plan.
13. Explore and keep a watching brief on funding opportunities
14. Develop basic financial controls to reflect simplified version of BPC financial controls recognising that BPC will hold any grant monies
15. Prepare basic socio economic profile of Breage Parish
16. Project planner to be updated for each SG meeting.

**Actions:**

1. CMR to mail and all to provide confirmation of e-mail address and preferred telephone contact number back to CMR to enable completion of composite contact list for all SG member (CMR/ALL)
2. CMR to pull together composite contact list of all SG members for next SG meeting (CMR)
3. CMR to amend Terms of Reference paper in respect of clause 6f and circulate back to Breage PC (CMR)
4. CMR to circulate action notes of meeting to all SG members and copy to Breage PC (CMR)
5. RB to let CMR know of current client interests in Breage Parish to avoid any conflict of interest and report subsequently at SG meetings (RB)
6. SR to secure copy of Breage electoral roll in digital (excel) form from CC to facilitate future mail shots to households in the parish (SR)
7. SC to explore and report back on how we can get a publication on the NDP out to all households in the parish (SC)

8. CMR to liaise with Breage PC clerk to get a dedicated web page for the NDP on the Breage PC web site (CMR)
9. DW to explore and report back on opportunities to use social media including Facebook as an engagement tool for the NDP (DW)
10. CMR to provide monthly progress report on NDP to Breage PC (CMR)
11. ST to explore and report back on opportunities to use Breage Church as a location for future display of plans (ST)
12. SR to talk to other NDP groups in locality including St Eerth about experience of NDP process (SR)
13. CMR/DD to prepare think piece on evidence gathering/policy in respect of 'community facilities, open spaces and footpaths and recreational facilities' for next SG meeting (CMR/DD)
14. IS to prepare think piece on evidence gathering/policy in respect of 'transport and traffic' for next SG meeting (IS)
15. SR/CR to prepare think piece on evidence gathering/policy in respect of 'location/distribution of development, type of housing, housing numbers' for next SG meeting (SR/CR)
16. SH/LB to prepare think piece on evidence gathering/policy in respect of 'historic environment, heritage' for next SG meeting (SH/LB)
17. CR/TB to prepare think piece on evidence gathering/policy in respect of 'landscape, wildlife' for next SG meeting (CR/TB)
18. RB to prepare think piece on evidence gathering/policy in respect of 'housing design' for next SG meeting (RB)
19. SC to prepare think piece on evidence gathering/policy in respect of 'second homes, holiday lets' for next SG meeting (SC)
20. DR/KLB to prepare think piece on evidence gathering/policy in respect of 'renewable energy' for next SG meeting (DR/KLB)
21. ST to prepare think piece on evidence gathering/policy in respect of 'education, skills, economy, jobs' for next SG meeting (ST)
22. SR to prepare 'brief' to guide actions 13 to 21 and get to CMR for CMR to circulate around SG members (SR/CMR)
23. CMR to talk to RM about taking on a watching brief role on funding support opportunities and if positive put RM in contact with RB (CMR/RM)
24. RB to act as interim watching brief on funding support opportunities and report back to next SG on timeframe for next rounds 'myplace' funding (RB)
25. SR/CMR to update and circulate project planner for next SG meeting (SR/CMR)
26. DD/CMR to prepare basic socio economic profile of Breage Parish for next SG meeting (DD/CMR)
27. SR/CMR to prepare agenda for next SG meeting and CMR to circulate to all SG members with copy to Breage PC (SR/CMR)

Next meeting; 20 March 2018, 7.00pm, Breage Parish Rooms.