

Attendance: Clive Richards, Robert Burrows, Tanis Board, Debi Rice, Stephen Rice, Chris Ralph, Richard McKie, Dave Woodman, Lyndsay Bryning, Ian Stovell, Sally Herriett

Apologies: David Davies, Karen La Borde, Sarah Tresidder, Sue Carr

Also in attendance: Tony Woodhams, Howard Bradford, Howard Gillett

Agreed:

1. Sue Carr resigned from SG and resignation accepted.
2. Declarations of interest to be noted for all and collated, and updated as needed.
3. Meeting notes of 20/2/18 agreed.
4. Terms of reference as amended and sent to BPC agreed and signed off.
5. Contact list to go on BPC web site except e-mails for SH, LB, TB.
6. Thank DD for drafting up initial paper on socio economic profile of parish.
7. Use the term 'topic' to refer to potential content areas of NDP.
8. Use the term 'neighbourhood plan' when engaging with stakeholders.
9. Maintain a listing of potential project ideas that fall outside the remit of the NDP.
10. Look at how transport integrates with development, and gather evidence.
11. Housing a key issue and more work/evidence gathering needed.
12. Explore design issues across parish, individual settlements
13. Various landscape designations across the parish to be looked at.
14. More work work/evidence gathering on renewable energy.
15. Heritage importance of parish noted and need to list out designations.
16. Provide protection to community facilities.
17. Continue to explore social media options for communication/engagement
18. Communication/engagement is key issue for NDP preparation process.
19. Look at opportunity to prepare press release on NDP
20. Undertake initial mailshot to parishioners based on CC quote for print/ mailing
21. Request BPC for circa £800 from 2018/19 £3k NDP administration budget to cover (20).
22. Explore separate NDP web site/facebook as evidence gathering tool.
23. Dropbox to be used for internal communication
24. Develop funding bid for grant support with new funds available from 3 April 2018
25. Chair, treasurer and one other to sign off SG requests for funding
26. Questions for NDP surgery to be formulated on back of this SG meeting.
27. CC planning officer to be asked to attend May not April SG meeting
28. SR to retain control of setting up new folders in drop box.

Actions:

1. SR to talk to RB in respect of potential conflicts of interest (SR)
2. CMR to get standard declaration of interest forms from BPC clerk and provide to all (CMR)
3. All to return declaration of interest forms to BPC clerk or to CMR to pass on (ALL)
4. CMR to provide BPC clerk with contact list amended for TB/SH/LB and to go on web page (CMR)
5. All to provide CMR with copy of topic paper if a hard copy was prepared (ALL)
6. DW to explore communication ideas (DW)
7. SR/RB/CMR/RM to meet up and put together budget proposal for funding bid (SR/RB/CMR/RM)
8. SR/CMR to look at design/content of initial engagement leaflet (SR/CMR)
9. SR to prepare press release via DW (SR/DW)

10. SR/CMR to pull together questions for NDP surgery (SR/CMR)
11. SR to populate 'drop box' with folders and start populating folders (SR)
12. SR to put new folder in 'drop box' to act as collation point for projects outwith NDP (SR)
13. SR to put new folder in 'drop box' for collating parish events (SR)
14. ALL to populate the 'ideas outwith NDP' and 'parish events' folders (ALL)
15. CMR to request CC planning officer comes to May not April SG meeting (CMR)
16. ALL to let CMR know weekly of any additions they have made to drop box (CMR)
17. CMR to provide weekly mail to SG informing of any drop box additions (CMR)
18. CMR to circulate action notes to SG members and copy to BPC (CMR)
19. CMR to provide monthly progress report on NDP to BPC (CMR)
- [20.SR/CMR](#) to prepare agenda for next SG meeting and CMR to circulate to all SG members and copy to BPC (SR/CMR)

Next meeting: 17 April 2018, 7.00pm, Breage Parish Rooms (subject to not being subject of improvement works that day)