

**NOTES OF THE NEIGHBOURHOOD DEVELOPMENT PLAN  
MEETING No.16, HELD IN THE COUNCIL CHAMBER,  
ROCK METHODIST CHURCH  
ON WEDNESDAY, 6<sup>th</sup> FEBRUARY 2013 @ 7pm**

Lowlands:	Cllr. Chris Taper (Chairman)	Cllr. Brian Gisbourne	Cllr. Gail Webb
Highlands:	Cllr. Brian Lane	Cllr. Brian Owen	
In attendance	Mrs Gillian Thompson	Mr Keith Snelling	

Minute	AGENDA ITEMS	Action
NDP19/13	<u>Apologies for Absence</u> – Cllrs. Blewett, Gibson and Mould.	
NDP20/13	<u>Meeting No.15</u> – a table of volunteers for the various WGs was drawn up.	
NDP21/13	<u>Project Manager</u> – Mr Snelling reported WGs were now identified. There is no Leader for the Communications Group and Mr Snelling has been asked to set up an initial meeting for this group, which are few in numbers. He pointed out that the meeting with the WGs, scheduled for 20 <sup>th</sup> February 2013, will highlight any issues, particularly whether progress is being made.  Mr Snelling has submitted an article to <i>The St Minver Link</i> .	
NDP22/13	<u>Terms of Reference for the Working Groups (WG)</u> – a draft ToFR for each WG had been circulated previously. The WGs are to be asked for their comments before final approval and adoption.	
NDP23/13	<u>Financial Items</u> –  a. <i>Bank Account</i> – the Clerk reported a pack to open a new bank account had been obtained (currently with Cllr. Mould). The logistics of opening the account are proving problematic and Members queried if it was worth doing. Cllrs. Lane and Owen will check with Highlands that they are happy not to have a separate bank account.	Cllrs. Lane and Owen
NDP24/13	<u>Questionnaire / Working Groups</u> – 20 <sup>th</sup> February 2013, to include the WGs and from thereon every fortnight until the reports from the WGs have been received, with additional ad hoc meetings as required.  <b>Noted the WGs are expected to submit an interim report by 14<sup>th</sup> February 2013 and a full report by 31<sup>st</sup> March 2013.</b>  1. <i>Housing Needs Survey WG</i> – remit: undertake an analysis of present residential property by quantity and type and the current and predicted future needs until 2033 across the St Minver Parishes.  NOTE – attention needs to be given to the various Class Uses, e.g. holiday homes.  NOTE – there are 642 properties in Highlands and 1,160 in Lowlands.  WG Members: Mrs Helen Rawe (Leader), Mrs Priscilla Baxter, Cllr. Carol Mould and Mr Alex Roads.  2. <i>Environmental Survey WG</i> – undertake an analysis of present protected areas including SSSIs, AONBs, Common Land, Green Space, Marine Protection, Historic/Archaeological Sites, National Trust and potential development areas with development caveats across the St Minver parishes. Recommend maintenance/expansion of existing areas or creation of new ones.  WG Members: Cllr. Carol Mould (Leader), Mr Chris Elwen, Mr Mike Hewitt and Ms Di Millington (away most of February).	

3. *Planning WG* – undertake an analysis of the style and mass of present architecture across the St Minver parishes and recommend the guidance to be incorporated in the NDP on the style and mass of future development.  
WG Members: Cllr. Gail Webb (Leader), Cllr. Nicola Gibson, Cllr. Carol Mould, Mr Christopher Pearman and Mr Guy Shaw Stewart.  
Information source/link: Mr Rob Mably, Mr Hugh Ridgway.
4. *Businesses WG* – undertake an analysis of (a) Tourism and (b) Other Businesses and Business Development Areas to establish the present and proposed future provision of tourism facilities including hotels, campsites, B&Bs and associated entertainment together with the characteristics of other businesses and business development areas including type, size, employees and future opportunities across the St Minver parishes.  
WG Members: Mr Hugh Ridgway (Leader), Mr Jeremy Davies, Mr Henry Herzberg, Mr Mike Parry and Mr Rob Mably.
5. *Infrastructure WG* – undertake a review of infrastructure including roads, transport, parking, footpaths, schools and communications to identify issues across the St Minver Parishes and relevant adjoining areas and recommend where the NDP needs to identify improvements through 2033  
WG Members: Cllr. Brian Lane & Cllr. Brian Owen (Joint Leaders), Mr Alex Roads and Mr Charlie Turner.  
Information source/link: Mr Hugh Ridgway.
6. *Leisure WG* – undertake a review of leisure amenities including sports fields, sports centres, swimming pools, playgrounds, community centres, cinemas, theatres, sailing, golf across the St Minver Parishes and relevant adjoining areas and recommend where the NDP needs to identify support and improvements through 2033.  
WG Members: Cllr. Brian Lane & Cllr. Brian Owen (Joint Leaders), Mr Jeremy Davies and Mr Charlie Turner.  
Information source/link: Mr Hugh Ridgway.
7. *Communications WG* – identify what information needs to be communicated with whom, when and how. Create the Communications Plan and manage the formatting and broadcasting of the information.  
NOTE – there is a need to identify and understand the communication needs of our stakeholders, e.g. younger people use facebook.  
WG Members: Mr David Short, Cllr. Nicola Gibson, Mr Keith Snelling and Miss Endellion Sharpe. **NOTE – this Group has no Leader.**
8. *Vision WG* – identify appropriate scenarios that would impact how the St Minver Parishes may look in 5, 10 and 20 years, e.g. more or less tourism, more or less industrialisation, more or less green energy, minimum or more development, similar or different access and indicate how these might be reflected in the NDP.  
WG Members: Cllr. Chris Taper (Leader), Mr Henry Herzberg, Mr Rob Mably, Cllr. Carol Mould, Mr David Short and Mr Mike Parry.

Questionnaire Process – Cllr. Taper said it was a good idea to ‘trial’ the proposed questionnaire, to ensure the responses are as expected / wanted. Members to set a timetable to engage with Mr Rob Lawrence, who will assist in structuring the questionnaire.

Cllr. Gisbourne said that anyone who is on the Electoral Roll will be entitled to vote on the questionnaire. He will provide ‘proof’ of this for the record.

Mr Snelling suggested having a ‘Frequently Asked Q&A’ section on the website. The above advice should be included.

Cllr.  
Gisbourne

<b>NDP25/13</b>	<u>Public Relations Person</u> – Minute NDP07/2013 refers. This would be an advisory position. The ideal candidate would be enthusiastic and knowledgeable in the subject. Cllr. Gisbourne to approach Sharps Brewery, to enquire if they may have anyone suitable and willing.	Cllr. Gisbourne
<b>NDP26/13</b>	<u>'Getting on Track' Workshop</u> – 20 <sup>th</sup> February 2013. Mr Snelling, Cllrs. Mould and Taper are booked to attend. Cllr. Owen will check his availability and that of his fellow colleagues.	Cllr. Owen
<b>NDP27/13</b>	<u>AONB Pilot</u> – it was <b>RESOLVED</b> to invite the ANOB Team to meet with Members on 20 <sup>th</sup> February 2013 to discuss this further. It is anticipated that one of the advantages might be that it may be able to help to establish some of the design features that the SG wish to protect, based on an evidence base that would stand up to scrutiny.	Clerk
<b>NDP28/13</b>	<u>Sustainability Appraisal</u> – Cllr. Taper referred to this document, which he will circulate. For further discussion.	Cllr. Taper
<b>NDP29/13</b>	<u>Critical Path</u> – for further discussion after the workshop on 20 <sup>th</sup> February 2013.	
<b>NDP30/13</b>	<u>Future Agenda Items</u> – Members had no additional items for future agendas.	
<b>NDP31/13</b>	<u>Next Meeting</u> – confirmed as 20 <sup>th</sup> February 2013, to primarily receive the interim reports from the WGs (10 minutes each) and to meet with the ANOB Team, if available. The Clerk to remind them a week beforehand. Noted that this clashes with the 'Getting on Course' Workshop. Cllr. Webb tendered her apologies.  <u>Neighbourhood Planning Cluster Meeting</u> – 28 <sup>th</sup> March 2013, 6.30pm in The Pavilions, Wadebridge. An informal meeting to exchange ideas and benefit from the experience of those who have started the NDP process.	Clerk
<b>NDP32/13</b>	<u>Meeting Closed</u> – 20.10.	