

**NOTES OF THE NEIGHBOURHOOD DEVELOPMENT PLAN
MEETING No.8, IN THE COUNCIL CHAMBER,
ROCK METHODIST CHURCH
ON WEDNESDAY, 12th SEPTEMBER 2012 @ 7pm**

Lowlands:	Cllr. Chris Taper (Chairman)	Cllr. Gail Webb	
Highlands:	Cllr. Brian Lane Cllr. Mike Parnell	Cllr. John Mably Cllr. Jayne Shepherd	Cllr. Brian Owen
In attendance	Mrs Thompson (Clerk)	Ms Sarah Sims (CC)	Ms Endellion Sharpe

Minute	AGENDA ITEMS	Action
NDP60/2012	<u>Apologies for Absence</u> – Cllrs. Blewett, Gisbourne and Mould.	
NDP61/2012	<p><u>Meeting No.6</u> – notes of the meeting held on:</p> <ul style="list-style-type: none"> • 1st August 2012 – to be circulated by Cllr. Mould. • 15th August 2012 attached. The Clerk to resend. 	Cllr. Mould Clerk
NDP62/2012	<p><u>Introduction</u> – Ms Endellion Sharpe was present and was introduced to Members. She had volunteered to assist with the questionnaire.</p> <p><u>Business Event</u> –</p> <ol style="list-style-type: none"> a. <i>Date / Venue</i> – scheduled for 19th September 2012, 6pm at Rock Institute. Tea, coffee, etc. to be available. Members to meet at 4pm. b. <i>Invitations</i> – letters have been delivered. To date 10 acceptances had been received. It was clarified that <u>any</u> business was welcome to attend. c. <i>Planning Officer</i> – Ms Sarah Arden confirms she will be in attendance. d. <i>Display Boards</i> – the Clerk to book the display boards with Bodmin Library. Mrs Shepherd will pick them up. e. <i>Teas, Coffees, etc.</i> – Cllr. Mould will provide the victuals and Members will serve. f. <i>Questions / Topics</i> – Ms Sims reported she had contacted St Eval, but they did not have any examples. She will now approach Truro. g. <i>Business Feedback</i> – means of ‘capturing’ feedback, e.g. post-it notes, suggestions box. Noted must be done in a recordable way (audit trail). Cllr. Mould to provide stationery, drawing pins, etc. <p>There was some confusion about the stage at which the questionnaire was issued – is it <i>after</i> the consultation events or should the questionnaire be available <i>at</i> the events?</p> <p>Guidance for those attending the business event is needed. What are people’s needs? How is the skills’ gap to be filled? What are the advantages / disadvantages for their business based in this area?</p> <p>The format will be:</p> <ul style="list-style-type: none"> • <u>Short Introduction</u> – by the Chairman of both Lowlands and Highlands. The night is about giving the businesses an opportunity to give their ideas. • <u>Background Information</u> – Ms Sarah Arden • <u>Q&A Session</u> 	All Members Clerk / Mrs Shepherd Cllr. Mould / Members Ms Sims Cllr. Mould

	<ul style="list-style-type: none"> • <u>Discussion Headlines</u> – topics for a flipchart: <ul style="list-style-type: none"> ▪ Businesses future growth plans ▪ Types of jobs ▪ Skills needed • What would help, what would hinder? • What needs to be built – what do businesses require? • Green areas to be kept • Determine issues and priorities • Infrastructure – schools, transport, etc. • Communications – broadband • Improvements • Other <p>Section the flipcharts into low / medium / high priority areas.</p> <p>List of those attending, with emails, business cards, etc.</p> <p>h. <i>Dept. for Communities and Local Government (CLG)</i> – CLG has allocated Ms Angela Harrowing to be the contact for neighbourhood planning in Cornwall. She plans to visit Cornwall in September, to meet up with as many neighbourhood planning groups as possible and to learn from experience here and, it is hoped, answer some of our questions! Her visit coincides with the date of the business event and she seeks permission to attend. Members were pleased to accept this proposal.</p> <p>i. Those who can attend will meet on Tuesday, 18th September 2012, to finalise details. As many Members as possible to attend the actual event.</p>	Clerk
		Clerk
		Clerk
		All Members
NDP63/2012	<p><u>Cornwall Council Feedback</u> – Ms Sims reported:</p> <p>a. CC has accepted the Parish Council's 'Letter of Intent' and they are now publicising the NDP proposal for six weeks until 26th October 2012.</p> <p>b. CC will consider including the dates of the public consultation events, now the area covered by the plan, is being publicised.</p> <p>c. It is not known, as yet, if it is possible for the referendum to be held to coincide with the local election in May 2013. It is unlikely that the St Minver Development Plan will be ready by this date. It is essential that the timing of the referendum accommodates as many of the local community, including second home owners, as possible.</p>	Ms Sims
NDP64/2012	<p><u>Project Terms of Reference / Basic Timeframe</u> – Minute LDP26/2012 refers. Cllr. Taper and Mould hope to put this together before the Business Event.</p>	Cllrs. Taper / Mould
NDP65/2012	<p><u>Project Manager</u> – to date there had been no applications. Ms Sharpe expressed an interest and Cllr. Taper will forward a copy of the job description to her.</p>	Cllr. Taper
NDP66/2012	<p><u>Public Consultation Events</u> – dates/venues for the drop-in public consultation events, the Clerk to make the bookings.</p> <ul style="list-style-type: none"> • Perceval Institute, St Minver – Wednesday 10th October 2012, 6pm–8pm. • The Tubestation, Polzeath – Saturday 13th October 2012, 2pm–4pm. • Rock Institute, Rock – Tuesday 9th October 2012, 6pm–8pm. 	Clerk

