

St Gennys Neighbourhood Development Plan Steering Group

Minutes of the meeting held in the Legion Hall on Tuesday 1st May 2018. **Present:** Roger Wade (Chairman), Jackie Carpenter (notes), Bruce Matheson, Annabel Yates, Tony Stedham, Gill Shipsides, Mike Northcott

1. **Minutes.** Jackie was appointed as minute-taker for this meeting only, as the Steering Group does not have a secretary. The Terms of Reference state that the minutes must go to the Parish Council and be put in the Gazette, so Jackie will get them checked and then send them to these bodies. **Action: Jackie**
2. The Steering Group meeting held last Tuesday 24th April was attended by over 50 people and was lively and frank.
3. We gained good insights from the community comments and the Steering Group has agreed to broaden out the input as much as possible and ensure that the community are able to put their views forward freely. We shall be careful from now on to follow the Terms of Reference.
4. **Steering Group - new members.** We agreed to seek 4 more members for the Steering Group. The method was not agreed at this point. Michael Bates has left (thanks to Michael for all he has done). Tony may wish to leave. Mike Northcott has local knowledge and experience but does not wish to have a portfolio.
6. We thanked Gill for her work on a detailed NDP questionnaire and will retain it for when we work on the main questionnaire.
7. **Simple survey.** We agreed to use the open-ended simple survey based on the Cornwall Council website's preliminary questionnaire. We agreed to send this simple survey to people in the parish via the gazette, shops and pubs. We agreed to ask for the surveys to be returned by the end of June and to return them to the box in one of the shops or through the Parish Council letterbox at the Legion Hall. **Action: Jackie to make minor corrections as agreed**
8. **Advertising the survey.** We shall advertise the survey on Facebook and ask Dai to make an A4 poster with copies displayed. **Action: Annabel to ask Dai**
9. **Cornwall Council NDP surgeries.** We agreed that Roger would arrange the CC surgery visit and that one point of contact (i.e. the Chairman or appointed person for a task) would facilitate communication and avoid confusion. **Action: Roger to book a surgery**
10. **Email correspondence.** We agreed to be more disciplined with our email correspondence, using clear subject headings. Email messages to the email database list will be sent out by an agreed single point of contact, possibly the new secretary. Steering Group members may send out emails to their own Working Group members.
11. **Roles.** The Steering Group appointed the following people to the following roles. They are each asked to write a short but clear description of their role, to be brought to the next Steering Group meeting. **Action: Roger, Annabel, Jackie, Gill.**
Chairman: Roger (already appointed by the Parish Council).
PR and communications: Annabel
Project planning/ strategic plan: Jackie
Sustainability evidence group: Jackie
Character of the Parish evidence group: Gill (Gill was thanked for the work she has done so far, which she presented.)
Housing evidence group: Roger for now, until a new role-holder steps forward
Other roles: (Treasurer, Secretary, Businesses Group, Community Facilities group). It was agreed to wait until new role-holders step forward
12. **Next Public meeting.** It was agreed that another open public meeting will be held in July. **Action: Annabel to organise**
13. It was agreed that Gill will visit the local primary school on Friday to collect children's visions. **Action: Gill**
14. It was agreed that Annabel will set up a special St Gennys NDP Facebook page. She will talk to Jackie and liaise with a person from the village who has offered to do this. **Action: Annabel**
15. **Date of next meeting.** The next meeting of the Steering Group will be held on 29th May in the Legion Hall at 7.30 pm.