

**MINUTES OF THE NEIGHBOURHOOD GROUP STEERING MEETING
HELD IN THE ICT SUITE, TREGAEGLE BUILDING, ROCHE CP SCHOOL
ON MONDAY, 6TH OCTOBER 2014 AT 6.00PM**

Present: Lord Matthew Taylor (Chairman) Mrs. Julie Burdon (Parish Clerk), Parish Councillor Mrs. Irene Northey, Reverend Ruth Murfitt, Mr. Mike Tregaskes, Mr. Dennis Barrasin, Mr. Graham Rowe, Mr. Dan Inch, Mrs. Holly Hocking, Naomi Jackman

AGENDA ITEMS	Action
<p>Matthew Taylor welcomed new members and they introduced themselves. Graham Rowe is semi-retired and his background was local government. Dan Inch lived in the village all his life and works for Tulip, Holly Hocking lives at Coldvreath Mill she works for the Environment Agency. She is pregnant and her husband (also EA) may alternate for her. Naomi Jackson, background in conservation and ecology and is a secondary school teacher. Matthew welcomed everyone and thanked them for coming forward and this will really compliment the group we currently have and he is recommending they all join the Steering Group Action: Clerk to take to the Parish Council Meeting on Wednesday to confirm membership of these parishioners to the Steering Group Sub-Committee.</p> <p>Matthew advised he has also been approached by a young 17 year old who is interested, and he is going to meet soon. He has also met the Head Teacher of Brannel School and it is hoped to get the young children involved from Roche who wish to become involved with the Neighbourhood Plan and carry out some project works. He also has a meeting on Friday with Roche School Head Teacher regarding project work involving the youngsters from this school as well.</p>	Clerk
<p>Apologies:- Mr. Martin Tippett and Cornwall Councillor John Wood</p>	
<p>Confirmation of Minutes of Meeting held on the 11th September 2014:- Minutes of the meeting held on the 11th September 2014 approved and confirmed as accurate.</p> <p>Standard Terms of Reference – Matthew Taylor advised he has not been able to obtain this information to date but would arrange in due course.</p>	
<p>Public Meeting:- Matthew Taylor reported the public meeting was excellent with approximately 250 attending and a sum of £116.13 being raised without a formal collection having been prepared.</p> <p>Draft minutes have been drawn up and these will be reviewed in due course. Sarah Arden (from Cornwall Council who is our point of contact on the Neighbourhood Plan) felt the Public Meeting was outstanding and she confirmed that this is the best turn-out she has ever seen to date for such a meeting. The questions at the meeting were felt to be very relevant as well. Matthew Taylor advised he was very pleased with the meeting and it was felt we need to keep the momentum going. It was noted there had been some other questionnaires circulating the village and we need to be sure to keep our identity separate and clear.</p>	
<p>Questionnaire:- Matthew Taylor suggested a Newsletter style layout questionnaire. He had obtained a quotation for this style of newsletter questionnaire in the sum of £800.00 and the printing costs on top is £661.00 for 1,800 copies. It was agreed to print 2000 to ensure sufficient for consultation meetings as well as delivery door to door. It is also important to include the questionnaire on the website as well for those wishing to complete on-line. The go-ahead is subject to the Parish Council agreeing our funding bid of £2000 to take us through this initial consultation phase. Julie clarified that the Parish Council will consider the bid on Wednesday night.</p>	

<p>Matthew Taylor advised the next funding stage might be supported by Big Lottery (it takes some four months for a decision). He would assist the Parish to put in an application to the Big Lottery funding.</p>	
<p>Action: MT/Julie to prepare Big Lottery application.</p>	<p>M Taylor Clerk</p>
<p>It was suggested to email people that were at the public meeting that left their details. We could also ask for any volunteers for delivering leaflets, questionnaires, etc.</p>	
<p>Action: Matthew Taylor to arrange an email to be sent out with an update to all those people that left their contact details following the meeting tonight.</p>	<p>M Taylor</p>
<p>Action: Matthew Taylor to send details to those interested in putting information on Facebook and Twitter, and arrange for Naomi Jackman to meet with Nick Prescott to help manage Facebook and Twitter.</p>	<p>M Taylor</p>
<p>Matthew circulated a draft suggestion for the questionnaire in a newspaper style. Issues reflected those raised by the Steering Group and at the Public Meeting. Members of the Steering Group went through the wording and Matthew would re-draft with suggestions made. Naomi suggested fact boxes on the questionnaire to inform people of information, i.e. that affordable housing does not generate Section 106 funding. Dan Inch also suggested this would be beneficial to include on Facebook and Twitter as well. The questionnaire would involve questions on Homes, School, Facilities, Environment, Traffic, Heritage, Jobs and Services, What Have we Missed, Prize Draw? Alos interactive maps front and back. Action: Matthew Taylor to draw up and circulate to members of the Steering Group.</p>	<p>M Taylor</p>
<p>The steering group discussed what happens regarding any applications submitted to Cornwall Council for development during the Neighbourhood Plan process. Whilst the NP gathers weight with the council and Government in determining applications once drafted and consulted on, meanwhile developers can be encouraged to promote their schemes through the NP process.</p>	
<p>Action: Letter to Cornwall Council from the Parish Council advising them we are now involved with producing a Neighbourhood Plan and requesting any future planning applications for larger development in the Parish that are to be considered should be brought forward to the Neighbourhood Steering Group to encourage any future development is promoted through the Neighbourhood Plan process (Copy in Phil Mason, Head of Planning, Louise Dwelly, Head of Affordable Housing and Cornwall Councillor John Wood).</p>	<p>Clerk</p>
<p>Funding:- Clerk to follow up the funding at the meeting on Wednesday of the Parish Council and report back to Members of the Steering Group. An application will be made to the Big Lottery, which Matthew Taylor would assist with.</p>	<p>Clerk</p>
<p>Website:- Matthew Taylor reported this had been dealt with as above.</p>	
<p>Next Steps:- Matthew Taylor reported he would circulate the questionnaire in due course.</p>	
<p>Reverend Ruth Murfit advised that the Glebe Committee are meeting on Thursday regarding the proposals for the Glebe land. Any information or letters to be emailed to her this evening and she will send copies off tomorrow.</p>	
<p>Any Other Business:- None.</p>	

Next Meeting:- The differing needs of Steering Group members re meeting times were discussed, notably Martin who has childcare responsibilities outside working hours, but newer members who are in full time work find day time difficult. John Wood needs good advance notice and is often tied up. After discussion it was felt late afternoon/early evening is best for the most members

It was agreed Friday 17th or 24th October 2014 between 4.00pm to 7.00pm in the Roche Victory Hall or ICT Suite to be confirmed **Action:** Clerk to confirm whether this time would be suitable for Martin Tippett and Cornwall Councillor J. Wood and book the ICT Suite or Roche Victory Hall. It was agreed that the Steering Group arranges meetings for the year in advance to ensure all dates are agreed.

Action: MT to circulate dates for the year for meetings

Action Clerk to confirm the time and venue of meeting as soon as possible, after consulting Martin Tippett and Cornwall Councillor John Wood.

There being no further business to discuss the meeting closed at 7.44pm

Clerk

**M Taylor
Clerk**