

## **Minutes Breage NDP SG meeting of 17/07/18**

**Attendance:** Clive Richards, Karen la Borde, David Davies, Richard McKie, Ian Stovell, Debi Rice, Stephen Rice, Chris Ralph

**Apologies:** Lindsay Bryning

**Also in attendance:** Tony Woodhams

### **Agreed:**

1. Stephen Rice resignation from SG and as chair from 31 July accepted and noted.
2. Debi Rice resignation from SG accepted and noted but will help with web site edit over short term.
3. Chris Ralph to act as interim chair/secretary till close of September pending securing new chair.
4. Ian Stovell to replace Stephen as signatory on bank account until new permanent chair in place.
5. Confirm appointment of Russell to produce NDP web site as per specification/quote of 25/5/18 (P: CMR, S:CliveR).
6. Complete informative posters on NDP for distribution around parish
7. Complete text/art work for initial flyer leaflet to all households in parish once web site operative
8. Attend Carleen table top sale on 28 July to publicise/consult on NDP
9. Attend Breage farmers market on 28 July to publicise/consult on NDP
10. Plan to attend Carleen Village Show on 8 September
11. Article on NDP to go in next editions of Link and Chronicle
12. Next meeting at Godolphin Cross as per previously agreed schedule
13. AECOM Housing Need Assessment to revert to plan of first advising SG to then determine whether AECOM should undertake this.

### **Actions:**

1. Request BPC Clerk to send DOI forms to DD/ST again for completion and return to clerk (CMR).
2. Provide help with web site edit over very short term (DR)
3. Inform BPC clerk of change in SG membership and officers for bank signatures (CMR)
4. Get bank mandate changed for signatures from Stephen to Ian (Rmck)
5. Chase up BPC clerk again on link to NDP facebook page from BPC web site (CMR)
6. Check and book venues for next 5 months of meetings as per agreed meeting schedule (CMR)
7. Request draw down of £800 of Locality funding from BPC to fund web site work (CMR)
8. Liaise with Russell to secure completion of web site, including providing text (CMR)
9. Secure completion of NDP posters for circulation around parish (KLB)
10. Provide KLB/CMR with information on poster design to date and contact for Digby (SR)
11. Request draw down of £300 of Locality funding from BPC to fund poster preparation and printing and reimburse SR/DR for spend on printing to date (CMR)
12. Complete design/text for flyer to distribute to all households once web site operative (KLB/CMR)
13. Produce written report of consultation results from Godolphin Fete (CliveR)
14. Produce written report of consultation results from Ashton Fete (Clive R)
15. Secure permission to attend Carleen table top sale (DD)
16. Secure permission to attend Breage farmers market (CMR)
17. Man display at table top sale/farmers market in shifts (DD/CMR/CliveR/KLB)
18. Produce and get article on NDP in next editions of Link and Chronicle (Rmck)
19. Contact AECOM to explain that housing need assessment is on hold (CMR)
20. Provide CMR with contacts at AECOM/Locality to date on housing need assessment (SR)
21. Provide monthly progress report to BPC (CMR)
22. Prepare agenda for next SG meeting, circulate and copy to BPC (CMR)

**Next meeting:** 21 August, 7.00pm - 9.00pm, Godolphin Chapel, Godolphin Cross