



Mawnan NDP Steering Group Progress Meeting at 7 pm on 11th October 2017 at 5 Chapel Town Close, Mawnan Smith

Present: Terry Damer (Chair); Dennis McQuillan (Sec); Richard Martin, Jackie Whibley, Peter Stokes, Georgena Morris, Carrie Gilmore & Rex Sadler.

Apologies: Jon Holt, Graham Marsden and Mick Hartley.

1. Introductions and Changes

Terry Damer (TD) welcomed those present. Liz Lloyd had resigned from Mawnan Parish Council and, by default, was no longer a member of the Steering Group (SG). TD had written to Liz to thank her for her contribution and support. Elaine Mountford had stood down from the SG due to pressure of work. Nigel Gilmore had previously voiced his disquiet at membership of the SG based on possible conflict of interest as a property development consultant. However, his wife, Carrie, who had relevant experience in heading business organisations was willing to become involved. TD welcomed her addition to the SG. He noted that there was a shortage of one or 2 places on the SG and asked members to consider whether they knew of anyone who could be approached. Although David Morgan had produced a Draft Business Database for use by the NDP, he had no desire to be on the SG. He would offer assistance in the business arena.

2. Minutes of Last Meeting (See Mawnan Parish Council website – NDP)

Minutes of all previous meeting minutes are on the parish council website. The minutes of the Public Meeting held on 11 September 2017 had been circulated to the SG. There were no changes required and, so, were accepted and signed off by the Chair as a true record.

3. Matters Arising

- **Open Meeting**

TD stated that the last meeting, while a success in engaging the public, had been more a presentation on NDP activity to date and had not moved forward the SG agenda. While accepting that all NDP meetings should be “open”, progress meetings were necessary to drive the plan. The next 2 meetings were scheduled to take place in the Memorial Hall and would be “open”.

- **Finance**

The current application for an NDP Grant had stalled due to the need for a Project Plan. Moreover, the budget set originally needed to be re-examined as any funds obtained now would have to be spent by 31 March 2018. The Sec had a template for the Project Plan and would provide the Treasurer with the Mawnan version forthwith. The latter confirmed that Mawnan Council funding would meet the SG's small financial demands in the near term.

- **Communications and Publicity**

The public meeting on 11 September and the Fun Run presence had been considered a success in terms of public engagement. Fifteen offers of assistance had been received of which one, Carol Hurst, had expressed specific interest in helping the Tourism & Leisure Working Group. Jackie Whibley (JW) would contact Carol to determine her potential level of support. The remainder had offered support as area ambassadors for their immediate locality. The Sec would acknowledge their input and would update the database for leaflet distribution/contact. Any revision was to be agreed by the SG before wider circulation.

Ten replies to questionnaires distributed at both events had been received. While this was disappointing in relation to the numbers attending the events, they indicated broad consensus in each of the query areas. TD had circulated an initial analysis which would be considered when the Sec completed a full inspection. The results would be circulated to the SG. A copy of the questionnaire is attached at Annex a to these minutes. (Could you attach please Terry)

An immediate request had been made for an NDP presence at the Farmers' Market in Mawnan Smith on Saturday 14 October from 9 a.m. until 12 noon. Rex Sadler and Georgina Morris would erect and staff the display easel with questionnaires and leaflets. TD would supply necessary materials etc.

Actions:

1. Sec to produce Project Plan as soon as possible and no later than 21 Oct 17.
2. Chair and Tres to review Budget to end March 2018.
3. Sec to acknowledge support returns and to update distributor/contact database by 31 Oct 17.
4. Sec to analyse and report questionnaire returns by 31 Oct 17.

4. Formation of Working Groups

The amount of information now flowing into the Chair made it essential that Working Groups (WG) be formed so that information and queries relating to each work area could be directed to these knowledge groups. After much discussion the following leadership was agreed:

Housing – Jon Holt (Nigel Gilmore would assist on planning issues)

Business and Employment - Carrie Gilmore. The Sec would provide the Business database. Carrie would consult with David Morgan on how best he could assist and the form of approach to businesses.

Traffic and Transport – Peter Stokes

Leisure and Tourism – Jackie Whibley would discuss possible leadership of this group with Carol Hurst.

Amenities – Jackie Whibley

Environment and History – Georgena Morris, who would contact Sylvia King who had offered to help with the history aspect

Landscape Character Assessment – Dennis McQuillan

Quality and Design – Remained to be filled

Sarah Furley, a senior planning officer with the Cornwall Council Localism Team, had sent a study area table which links to the main national and local policy framework and sets out very briefly what an NDP could add to this. It also provides sources and guidance. The Sec would send a copy to each WG leader to help them get started.

Each WG should attempt to develop the questions that they would wish to put to people within their area of influence (i.e. what do we need answers about). These questions could be amalgamated later to develop the main public questionnaire.

The role of Anna Druce was discussed. Although Anna lived outside the parish, her role as Chair of the primary school's PTA and her knowledge of the NDP process made her an asset to the group. She would continue her promising work with the primary school to obtain a young person's view of Mawnan. She is in contact with the County NDP Support team to obtain play orientated leaflets and questionnaires.

Action: Sec to circulate Study Table to SG.

5. Production of Project Plan

This had been discussed under item 3 – Finance.

6. Production of Pre- Questionnaire

The purpose of the pre-questionnaire was to ensure that the NDP catered for all the possible topic areas that the residents would wish to see investigated and that could affect future development. Examples of pre-questionnaires from other NDP groups were

circulated and discussed. Some were too detailed and could be considered to be asking leading questions. We had managed to trawl good information from our public events via a wider type of query. TD would consider further the questions to be asked and would liaise with the County design team on an eye-catching questionnaire to go to all residences and businesses. Distribution would be determined at the next meeting.

7. Any Other Business

- Communication. There were numerous opportunities to hold dialogue with the many community groups within the area. For example, at the Tuesday Luncheon Club where displays could be posted and representation provided to answer questions; a speaking slot with the WI or the History group might be possible. The SG should consider how this could be done and whether a presentation on the NDP should be initiated. Georgena Morris (GM) was asked to re-establish links with a young lady who was willing to develop our Facebook presence.
- Traffic & Transport. It was agreed after discussion that traffic issues were an NDP issue rather than a matter for the Parish Council. They had a strong influence on future development. The need for a traffic survey was raised; whether this be conducted as an official County Council audit at a cost, or whether a self-help approach should be adopted requires further investigation.
- Next Meeting. The Chair asked that the next meeting, scheduled for 15th November, be used to sustain momentum. It was essential that Working Group leadership be established and that the meeting be used to bring new people to the NDP process. As personal contact was the best means of recruitment, SG members were asked to consider friends and neighbours who may be able to assist. They should keep SG colleagues informed about any potential new helpers. An appeal to the population in pre-meeting literature was considered but it was felt that this could have a negative impact on attendance. Rather, an enticement of tea and biscuits before the meeting to promote contact and discussion with SG members was agreed. Carrie Gilmore would run the kitchen; the Sec would confirm its availability with the hall manager. In addition, WG leaders should provide a short presentation (5 mins) on their study area and suggest what help would be required. In this way we could promote the idea that involvement could be done in "bite-size" chunks and thus attract support. To avoid duplication of ideas, WG leaders were requested to circulate their presentation to other SG members by 10 November.

Actions:

- a. GM to contact Facebook entry designer.
- b. Sec to confirm Memorial Hall kitchen available.
- c. TD to place an entry advertising the next meeting in the November issue of the Mawnan Diary, and would ask the parish clerk to put a notice in the Parish noticeboard and on the website.

8. Date of Next Meeting

The next meeting would be an open event held on Wednesday 15th November in the Memorial Hall, Sampys Hill. Tea would be served at 7 p.m. and the meeting commence at 7.15.

Further open SG meetings would be held on 13th December 2017, 17th January, 21st February, and 14th March 2018. The Sec was to confirm availability of venues for the 2018 events.

Meeting ended at 9.25 pm

T Damer

Chair

Mawnan NDP Steering Group

Annex: A. Scan of Initial Questionnaire

My postcode is: _____



So tell us your views on Mawnan and on any subject:

Your likes

Your dislikes

Your fears and concerns for the future

Your ambitions & wishes for the parishes' future

Anything else

This form is also available on the NDP website – www.mawnan.org