



Minutes of a Meeting of the Mawnan NDP Steering Group held on 13 December 2017 in the Memorial Hall, Mawnan Smith

Present: Terry Damer (Chair); Dennis McQuillan (Sec); Jackie Whibley, Richard Martin, Peter Stokes, Carrie Gilmore, Graham Marsden, Mick Hartley,

Apologies: Jon Holt, Georgena Morris, Rex Sadler

Also Present: Rodney Greenhalgh – Prospective SG member for Quality & Design
Melissa Warren – Social Media
Dave Thomson – Representing Georgena Morris

The meeting opened at 7.05 p.m.

1. Minutes of Last Meeting

The minutes of the Public Meeting held on 15 November 2017 had been circulated to the Steering Group (SG), posted on the website, and emailed to the NDP contacts who had supplied us with their details. There were no changes required; they were accepted and signed off by the Chair as a true record.

2. Matters Arising

a. Finance. Although finance had not been a topic at the last meeting, Peter Stokes had submitted our plan and budget requirements to the funding provider (Locality). The bid covered the period 1 Jan to 31 Mar 18 and was for £5,000 to provide for LLCA training, and the design, production and distribution of the Pre – Questionnaire. It was noted that the purchase of capital equipment was not permitted (an A3 Printer). Alternative, possibly commercial, arrangements for multiple and large-scale printing would be needed. The Group were assured that no specific sum for NDP use had been made by the Parish Council. However, the average cost of conducting an NDP for parishes of similar size was £13,000. Locality could provide £9,000. To fund the gap, Mawnan Parish Council would include a precept for NDP work in their 2018/19 budget. Councillor Graham Marsden assured the meeting that the NDP would not fail through lack of funds.

b. Identity Badges. Recent public face to face events had reinforced the need to display clearly who the NDP members were and what they represented.

Action - Jackie Whibley agreed to progress the matter.

c. Working Gp Member. Simon Sheldrake had expressed interest in joining any of 4 working groups. It was agreed that his background best suited the Business Group.

Action - The Sec was to inform Simon accordingly.

3. Working Group Progress

a. Landscape Character. Contact had been made with Kath Statham, the County landscape architect responsible for LLCA. After discussion with her it was agreed that an LLCA was a fundamental to underpinning the NDP. She felt that the current group membership of 3 was too small to undertake the observation work which should ideally be conducted in warmer weather i.e. Spring 2018. She provided options for training periods and the Sec would discuss these within his WG. He would also seek additional personnel (+3). The training would still be conducted within the current budget period.

b. Business. Work had been undertaken to cross reference the database of businesses held by Carrie Gilmore with that provided earlier by David Morgan. She was in the process of developing a questionnaire to be sent to businesses to determine their plans for future opportunities. The need for photography to support many aspects of the NDP was discussed; a photo competition would be considered.

c. Transport. Peter Stokes was in discussion with County officials to determine the need for a traffic survey and the methodology to be adapted.

d. Environment and History. Dave Thomson reported that the group consisted of himself, Georgena Morris, Sylvia King, and Ellie and Derek Stacey. They had met on 4 Dec to determine objectives and to implement research (Feock in particular). They had contacted Cornwall Wildlife Trust who could provide a habitat/species map at a cost of £95 inclusive of VAT. The cost was in the current budget proposal. The group were asked to cross check the Cornwall County interactive map to see if the information they required was available. Jackie Whibley reported that a presentation on tree preservation and other aspects had been given at the recent Community Network Meeting. She also agreed to be the NDP's point of contact with the National Trust at Glendurgan. The group asked about the depth of their study. This was difficult to determine but should be sufficient to support development policies which would become clear following the pre-questionnaire.

Action. Sec to forward Tree Presentation to Georgena.

e. Leisure and Tourism. The WG had held one meeting in Dec 17 and had scheduled their next meeting for 15 Jan 18. There were 4 members and they were working on databases to describe separately leisure (relaxation, sports, hobbies) undertaken by the local populace, and tourism (visitor) activities. The spreadsheets would be sent to the Sec. There was a clear need to cross refer to the business WG.

f. Housing. There was no input on this occasion as Jon Holt would be attending an NDP Planning Surgery on 15 Dec at which housing would be the primary topic. Rodney Greenhalgh would report back to Jon.

g. Amenities. The Chair commented that this WG did not yet have a leader.

4. Media Update

a. A draft copy of an NDP Newsletter composed by Melissa Warren and the Chair had been circulated to the Steering Gp and had drawn favourable comment. It would be updated to include the UK Government's declaration in the Autumn Budget Statement that 300,000 new houses would be built in 2018 and the impact of NDPs on that scale of development. Other items could include a Photographic Competition and inserts/updates from WG Leaders. Dates for public meetings and interaction would also be provided.

b. Distribution of the Newsletter would be via the NDP website, Facebook, the NDP Contact List which the Sec would send to Melissa for use with MailChimp, and hardcopy via local retailers. The Chair would obtain costing for the latter from the Parish Clerk. It was intended to publish Edition One prior to Christmas. The Sec urged caution about acquiring email details of non-NDP groups and over exposure of current contacts to emails from the NDP group. It was confirmed that an "unsubscribe" facility would be provided with the Newsletter.

Action: Sec to send NDP Contact List to MW (*Secs Note: this has been done*)

c. Melissa offered the free use of her own website for various ideas designed to attract public involvement. For example, a map to which could be pinned current photos of a favourite place.

5. Pre-Questionnaire Design and Distribution

Copies of other NDP Group's Pre-Questionnaires were circulated for debate. They varied from over complex to too simple and, in particular, asked leading questions or questions that would be difficult to analyse. To ensure that the NDP studied policies that the local population wanted us to cover, our questionnaire would have to be unique. To that end the Chair asked that WG Leaders let him have their top 3-5 most important issues as soon as possible. It was intended that the questionnaire would be distributed by March 2018.

6. Data Protection 2018

The Parish Clerk had alerted the Sec to the new Data protection regulations that apply from 2018. The regulations and "Steps to be Taken" are complex and require further study. Fundamentally, the Sec will retain and control the Contacts List which will only be distributed on an NDP need to know basis. All printed material will require a disclaimer about 3rd party data use and data collected i.e. questionnaires need to state why the data is needed and the length of time it will be held. We need to determine the action to be taken should a data breach occur. The SG terms of reference already has a paragraph devoted to data protection and this needs to be

updated. In the meantime, the Parish Clerk has suggested that we formally minute that we will work to current council policies on data protection, Safeguarding, Health & Safety, and Freedom of Information. The Sec would come forward with a policy and plan at the next meeting.

7. Any Other Business

There was no other business to report.

8. Date of Next Meeting

The next NDP Steering Group Progress Meeting is scheduled for Monday, 22nd January 2018 in the Bowling Club at 7.00 p.m.

T Damer

Chair

Mawnan NDP Steering Group

4 January 2018