

## **Minutes of a Progress Meeting of the Mawnan NDP Steering Group held on 16<sup>th</sup> April 2018 in the Bowling Club**

**Present:** Terry Damer (Chair); Dennis McQuillan (Sec); Peter Stokes, Carrie Gilmore, Georgena Morris, Jackie Whibley, Graham Marsden, Rodney Greenhalgh, Mick Hartley.

**Also present:** Cllr Peter Bradley, Melissa Mercer (Media)

### **1. Apologies:** Jon Holt

The meeting opened at 7.00 p.m.

### **2. Minutes of Last Meeting**

The minutes of the last meeting on 26<sup>th</sup> March 2018 had been distributed to the Steering Gp and via the NDP website. They were also e-mailed out to everyone on the electronic mail list. No alterations were requested, and the minutes were accepted for signature by the Chair.

### **3. Matters Arising**

a. The Chair was unable to attend the Parish Council meeting on 19 April. It was agreed that he would write a progress briefing for the event. Councillors within the NDP group could field any questions arising. Cllr Bradley suggested that the recently published Newsletter could form the basis of the briefing.

b. To maintain a presence with the public, the Chair had hoped to attend the Farmers Market on 28 April 2018. Unfortunately, he could not do so and asked for volunteers to attend the NDP stand. Georgina, Mick and Graham offered their services from 0830 (set-up) until 1300. The Chair had the necessary display material. The point of contact for the Market was Caroline Tolland. The Sec was asked to publish the dates of future Farmers Markets and the Mawnan Fun Run. These are attached at Annex A. He was also to provide a meeting record for new contacts to provide their details. A GDPR statement was to be included.

Sec: Action

### **4. Pre-Questionnaire**

a. Progress. Following debate at the last meeting, the Chair had consulted the Cornwall CC NDP planning staff. They were of the clear opinion that a pre-questionnaire was needed. He had also consulted them on the questions to be asked and had used their advice and input from the SG to draft the document. This had been circulated to the Steering Gp; with some changes it was now ready for the design work to be done by the CC Support Services. Formats to enable post-box friendly hand delivery and pre-paid return had been agreed. The Chair remained concerned that the lack of funding would hamper efforts to have the questionnaire distributed by mid-May. He would authorise the design work but would hold off printing until funds had been received.

(Subsequent to the meeting, the Chair had received the awaited quote at £508 for 1,000 copies of the questionnaire. He would pursue a quote for packages of 100 copies to ensure spares were available.)

Chair: Action

b. Online Version. Although we would wish to see a high level of returns of the document, it was of note that although the Feock referendum return was low, there was overwhelming support for the plan and it therefore gained approval to go before Cornwall CC to be adopted. There was considerable discussion on whether to provide an online version of the questionnaire to further garner support. The analysis of returns made online could prove difficult and the use of commercial software was considered. (The Chair had subsequently followed up these matters with CC and, because of GDPR, the use of Survey Monkey was not advised; there were many issues to be resolved.) Cost and legalities could limit the use of online surveys.

d. Distribution. Hand distribution of the questionnaire would be the primary method. The Sec was to update the volunteer allocation of addresses used in the initial promotion of the NDP. He would package the documents for collection by the delivery volunteers. The involvement of the Primary School as a returns drop point was welcomed. However, there were potential issues with security of the returns if business premises were used. It was agreed to limit drop points to the school, the NDP box in the bus shelter and to the Parish Council office. We should produce a small poster to be displayed at local businesses to remind the public to return their questionnaires by freepost or to the specified proposed points.

Sec: Action

e. Incentive. An incentive of £50 should be offered by way of a draw. (The Chair had submitted a note to the Parish Council for their support.)

f. Analysis. Analysis of the returns would have to be performed by the SG; however, we should consider the use of an expert in data entry to save time and effort. CC may be able to help.

## **5. Funding Application**

Funding of NDP groups until 2022 had been agreed by government. Up to £9,000 was available. Four bids could be placed with Locality so the first bid should not be overstated. A new bid to exceed £1,000 was awaiting costs for the pre-questionnaire. Included also would be the LCA quote, the Meeting Room costs, an element for stationery and the provision of identity tags. Other possible costs to include map printing and banner flags would be investigated by the Sec.

Treasurer: Action

## **6. Revise NDP Plan**

The Sec had distributed a Gantt chart showing the current plan. Despite legibility issues, it showed that there was little scope to reduce the overall timespan to allow for public consultation, redrafting and submission to examination. We had entered the period for research, evidence gathering and drafting. To accelerate the process, it was agreed that we should conduct brain-storming sessions to identify aims, objectives and policies. An NDP template had been sent to the Sec. He would circulate this to the SG and would liaise with Jon Holt to determine suitable dates for these sessions.

Sec: Action

## **7. Social Media**

A newsletter had recently been circulated by various means. The click rate had been lower than the first issue, but it may be too early to judge success on that basis. We should continue to develop links with community groups but GDPR issues would prevent the acquisition of their mailing lists. Instead, we should ask members of these groups to contact us if they are interested. A note should be sent to their point of contact. The Parish clerk has a contact list for the community groups. The GDPR problem was discussed; Melissa indicated that a positive contact approach was not required in the first 2 years by small groups. The unsubscribe invitation on websites was sufficient. (This was confirmed in the Chair's discussion with CC on online surveys). Nevertheless, the Sec was to prepare a GDPR statement to be used in all mailings and websites.

Sec: Action

## **8. Any Other Business**

a. Two places had been booked to attend a briefing by the Cornwall Community Land Trust (CCLT) in Truro on 20 April. Only GM was available to attend.

b. The Chair commented on interesting developments in housing for the future. Pre-fabricated modern houses could reduce building timescales and costs (be more affordable). Linked to land acquisition by local groups using the auspices of CCLT, these could meet the needs of local people and could be an NDP issue. A RIBA document argued that minimum living space provisions in new developments were not being met; they argue that space allocation should become part of building regulations. The Chair would forward the report to the SG.

## **7. Date of Next Meeting**

The next progress meeting would be held at 7.00 pm in the Bowling Club on Monday, 21 May 2018.

T Damer

Chairman

20 April 2018

Farmers' Market Schedule

Saturday 26 May 2018: All from 9 a.m. to 1.00 p.m.

Saturday 23 June

Saturday 21 July

Saturday 25 August

Saturday 29 September

Sunday 28 October

Sunday 25 November

Saturday 15 December

Mawnan Fun Run – Sunday 30 September 2018