

## **Minutes of a Progress Meeting of the Mawnan NDP Steering Group held on 21 May 2018 in the Bowling Club**

**Present:** Terry Damer (Chair); Dennis McQuillan (Sec); Peter Stokes, Rodney Greenhalgh, Mick Hartley.

**Also present:** Cllr Peter Bradley

**1. Apologies:** Jon Holt, Carrie Gilmore, Georgena Morris, Graham Marsden, Jackie Whibley, Rex Sadler, Melissa Mercer

The meeting opened at 7.00 p.m.

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

The minutes of the last meeting on 16<sup>th</sup> April 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 Administrator attended the Parish Council meeting on 17 May; his speaking notes are attached at Annex A.
- b. Presence at the Farmers Markets continued with good contact made, especially from the Lowenna Fields residents.

### **4. Funding and Budget**

The bid to Locality for NDP Funding of £2187 had been accepted. The bid breakdown was as follows:

LCA Training	£400
Pre- Questionnaire Design & Print	£568
Freepost Costs (incl Licence)	£223
Hall Bookings	£200
CWT Wildlife Map	£96
Stationery, Printer Inks	£600
Cornwall Local Plan (Books)	£100

However, before the funds were released to the Parish account, the Treasurer had received other documents concerning offer acceptance and due diligence. He would process these as quickly as possible. He expected the process to take about 2 weeks.

The Chair was reluctant to initiate any work until funds were within the Parish accounts. Already there were costs not cited in the bid. A PO Box system would be used for Questionnaire freepost returns; the cost would be about £35 and would be met by the Stationery budget. An approval process should be established; the Administrator asked for £25 to cover the cost of a "GDPR for Communities" course. This was agreed; the cost had been met via private BACs and DMcQ would bill the NDP as an expense.

## **5. Pre-Questionnaire**

a. Progress. The document was at Proof 3 level with the printers; It had been suggested that under Housing some explanation be given to the terms "rounding" and "infill". There was insufficient room in the current scoping document to cater for this. It could possibly be included in the Main Questionnaire. Apart from a minor rewording of the first paragraph under Housing, the document was agreed as ready to go to print when funds were cleared. It was hoped to distribute the Pre-Q in the week commencing 11 June with a target return date of 16 July.

Chair: Action

b. 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.

Sec: Action

c. Publicity. Notices to pre-warn parish residents of the questionnaire would be placed in the Parish Diary and, via the Newsletter, in the website. Nearer the distribution date, notices to encourage response would be displayed in the PC display board and in local shops and businesses.

Chair: Action

d. Analysis of Results. As this questionnaire was relatively simple, analysis would be undertaken by the SG members. A good 30% return rate would mean each member having to assimilate about 30 documents. All returns must be numbered and accounted for before distribution to the SG.

e. Presentation of Results. Display boards would be needed. The Chair would contact Richard Martin to see whether other local NDP groups already had some. The Sec would look into the cost of hiring boards.

Chair: Action

Sec: Action

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

The next meeting would be open to the public and be held at 7.00 pm in the Bowling Club on Monday, 18 June 2018.

T Damer

Chairman

30 May 2018

Annex A to  
Minutes 21 May 2018

NEIGHBOURHOOD PLANNING

NOTES FOR THE MAWNAN PARISH COUNCIL MEETING ON 17 MAY 2018

FUNDING

At last we have received funding to the tune of £2187 for NDP work to include our Scoping Questionnaire, Landscape Character Assessment (LCA) training, hire of meeting rooms, stationery and printer consumables, maps and copies of the Cornwall Local Plan. The funds should be transferred by Groundworks into the parish accounts for ring fencing. Unfortunately, we were unable to claim retrospectively for the monies already spent from parish funds. A lesson learnt - we will need to manage our money carefully and start the next round of bidding in good time to prevent undue use of your funds.

QUESTIONNAIRE

Having consulted with Cornwall Council's NDP team, it was agreed that a scoping questionnaire was essential to ensure that the policy areas we had started to pursue were indeed those required by the whole community. After considerable work by the Chair and the CC support graphics people, we are now at the stage to authorise printing once we have seen funding arrive in the parish accounts – we need to be informed when this occurs as a matter of urgency! We are very grateful to the Parish Council for their kind support of the £50 prize draw which we hope will increase responses.

We hope to distribute by hand in the first week of June, allow 4 weeks for their return, then analyse the results and present them at a public meeting in late July.

LANDSCAPE (LCA)

Training is scheduled for next Thursday and we have potentially 8 volunteers to help us do the groundwork. We hope to produce the assessment in 2-3 months. This assessment will act as the backdrop against which any new development should blend with.

COMMUNICATION

We attended the last Farmers Market on 28 April. Notably, there was high interest in the NDP from the Lowenna Fields development. A total of 17 new contacts were generated which brings our total email contact list to 150 residents. We plan to have a presence at future markets and at the Fun Run.

GDPR has been exercising our minds. We are very mindful of privacy and the purpose to which we keep personal data; we have included a privacy statement in the questionnaire and this will be expanded to a full

version to be included in our website. We are advised by our media expert that we do not need to rush as small group activity such as ours can hold data for 2 years before falling into the full arena. We continue to use MailChimp as our bulk email sender – although a US company, it has been ratified by the EU as GDPR compliant. Both MailChimp and the website offer the ability to unsubscribe.

#### PLAN TIMESCALE

On current plans the NDP process is not scheduled to complete until mid 2020. Concerns about new developments that would not be subject to NDP policies suggested that we accelerate the process. From our experience to date – the funding issues, scripting and production of the initial questionnaire, research, meetings and consultations required, not to mention the scrutiny and referendum processes indicate that our timescale is reasonable. We remain mindful of the need to make real progress.

D McQuillan

NDP Administrator