

Minutes of a Meeting of the Mawnan NDP Steering Group held on 18 June 2018 in the Bowling Club

Present: Terry Damer (Chair); Dennis McQuillan (Sec); Peter Stokes (Treasurer), Richard Martin, Georgena Morris, Cllr Graham Marsden

Also present: Cllr Peter Bradley and 15 members of the public

1. Apologies: Jon Holt, Carrie Gilmore, Jackie Whibley, Rex Sadler, Mick Hartley, Melissa Mercer

The meeting opened at 7.00 p.m. The Chair gave a welcome to members of the public and stated that, because the Steering Group (SG) had a better feel for the NDP process and had more experience, future SG meetings would always be open public meetings. This meeting would be dominated by arrangements for the distribution of the questionnaire.

2. Minutes of Last Meeting

The minutes of the last meeting on 21 May 2018 had been distributed to the SG 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

Any matters arising would be covered by later items.

4. Funding and Budget

a. Peter Stokes gave a resumé of the protracted efforts to obtain funding for the NDP project. Starting with the first application in December 2017 funds had finally arrived in the Parish Council for disbursement after a drawn out due diligence period. This had set back the SG's efforts on many fronts, but notably the production of the Questionnaire by almost 2 months. Staff at the County Council's NDP Planning Office were not aware of the difficulties that we faced; the Chair would provide them with a written brief to help other groups.

Action: Chair

b. We were already running a little ahead of budget the PO Box registration was not covered in the original £2187. However, there was scope in the stationery allowance to make good the deficit. Armed with experience, the next bid would allow for more flexibility.

5. Working Group Updates

- a. Georgena Morris's Environment group had a 6-strong membership. They had held study meetings and were developing their findings which would be supported by a Wildlife Map of known habitats drawn up by the Cornwall Wildlife Trust (CWT). Now that funding was available, the next step was to meet with CWT to produce the map. The Chair commented that he would like to attend that meeting.
- b. The LCA group had 7 volunteer members and had completed 2 landscape type assessments. The next step was to invite the County Landscape Architect to review their work. They would then start the preparation of a draft report with a view to present this to the public at an exhibition in mid-September. DMcQ wished to publicly thank Mike and Carol Hurst for their work on the landscape type map and for their compilation of assessments from the observers.
- c. Richard Martin (RM) would continue to develop liaison with neighbouring NDP groups. The Chair commented that the Roseland NDP had been 5 years in the making; that Mylor had achieved a 60% response rate to their main questionnaire whereas the normal was 30%. This probably reflected the nature of their parish which is fairly like Mawnan. He was also concerned about the quantitative and qualitative analysis of questionnaires. Carlyon Bay had produced a good example of analysis and asked RM to investigate. Professional help may be required but could prove prohibitively expensive. He had been advised that it was better to own your own plan than duplicate other professional templates.

6. The First Questionnaire (Scoping)

- a. The hand distribution lists had been prepared. There were 26 volunteers for deliveries. The questionnaire had been printed; the containing envelope had been awaiting the response deadline date – this had been set as 23 July 2018. The response envelope was awaiting PO Box and Freepost details. Once these had been obtained, it was hoped to have the final package available for delivery by 21 June. There were enlarged copies of the questionnaire available at the meeting for public scrutiny and comment. The one comment was that the spelling of Lowenna was incorrect; unfortunately, despite a number of editing inspections, it was too late to alter it.
- b. A public display of the questionnaire and resulting analysis was planned for 22/23 September 2018 in the Memorial Hall. A source of display boards had been identified (Sarah Furley – our mentor at Cornwall Council).

c. To secure a high response rate, A4 or A3 posters would be needed on posts in the ground and distributed to shops etc. A3 prints would have to be out-sourced. The Chair would seek quotes. Covered posters on telegraph poles would also be useful. Other reminder methods could include car window displays or emailing the flyer to local social groups via the Parish office.

Action: Chair

7. Volunteer Assistance to NDP

The Chair called for volunteers to assist with delivery of questionnaires and support for Working Groups. He asked that Parish Councillors display blow-up versions of the questionnaire at the forthcoming council meeting. Peter Bradley agreed to do it. He also asked for support for an NDP presence at the Farmers Market on 23rd June which he was unable to attend. Graham Marsden and Mick Hartley agreed to fulfil the task.

The Newsletter was available on the website, sent to 160 of c860 residences and on Facebook courtesy of Melissa Mercer. The Chair asked for publicity of the NDP cause by word of mouth via our many distributors/area representatives.

8. Any Other Business

a. Data Privacy. The administrator had attended a training session on GDPR provided by Cornwall Rural Communities Charity. The emphasis was on adopting the principles set out by the GDPR guidance. To this end an NDP Privacy Notice had been published via the Newsletter with a link to the website. A copy is attached at Annex A to these minutes for the record. In response to a query from the floor, the administrator confirmed that anyone obtaining personal data (e.g. email address) on behalf of the NDP group was not acting as a third party provided that the information was freely given.

b. Next Steps. With the questionnaire delivered, we were now in the period when considerable research, communication with stakeholders, and the formulation of development ideas should begin to populate a draft plan. To assist with this the administrator was to circulate to the SG a template for a plan document that had been obtained from a neighbour NDP group. Of note, the preparation of a vision statement, plan objectives and subsequent policies would provide clarity for the way ahead.

Action: Admin to circulate Plan Template.

c. Consultant Use. The Chair wondered whether there was benefit from consultants being hired to advise WGs. Cost would be prohibitive but there may be those in the community who could lend their support. We need to appeal for such help.

d. Timescale Pressure. Current build rates in Falmouth and Penryn were of concern, especially as Government Inspectors and County planners had supported development against the wishes of the respective communities citing that their Draft NDP Plans were insufficiently developed. Experience with funding and the questionnaire suggests that it is unlikely that we could foreshorten the current timescale – 3 years until April 2020; however, we need to maintain momentum.

9. 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, 16 July 2018.

T Damer

Chairman

9 July 2018

General Data Protection Regulations (GDPR) DATA PRIVACY NOTICE

Mawnan Parish Neighbourhood Development Planning (NDP) Group

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). In most cases the data is email addresses and phone numbers.

2. Who are we?

Mawnan NDP Group is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Mawnan NDP Group complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer contact records obtained at public events;
- To organize and promote the business of the group;
- To maintain our own accounts and records;
- To inform you of news, events, activities and items of interest that affect our business;
- To share your contact details with a bulk email processor such as MailChimp so they can keep you informed about items of planning interest, events, and activities that will be occurring in your area and in which you may be interested.

4. What is the legal basis for processing your personal data?

The lawful basis for our data holding is the task placed on the Mawnan NDP Group by Mawnan Parish Council to consult widely with the resident population on matters of interest. In this respect we act in the public interest. We will achieve consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about Mawnan NDP events.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the organisation in order to carry out a service to other members or for purposes connected with Mawnan NDP Group business. We will only share your data with third parties outside of the organisation with your consent.

6. How long do we keep your personal data¹?

We will only keep data for the duration of the NDP process.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Mawnan NDP Group holds about you;
- The right to request that Mawnan NDP corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Dennis McQuillan at Mawnan NDP Group tel: 01326 250640

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.
